

4 ONLINE/INTERACTIVE CAPABILITIES

NPPS provides three major online processing capabilities: personnel, payroll, and application administration. These capabilities are described in greater detail in this section.

The three major capabilities are further divided into their various operations. For each operation, the following information is provided. Sections marked with an asterisk (*) are included for an individual operation only when required.

- Display of the Screen(s)
- Description and Execution
- User Input *
- System Provided Data *
- Description of Data Processing Results and Outputs
- Interrelationships *
- Options *

User inputs are explained in the NPPS Data Dictionary. A data dictionary is also available for viewing online. By typing **DD** in the command line, you may exit NPPS and move to the data dictionary from any menu or template. When you have completed your research, press **PF3** until you return to your original menu or template.

All error messages are listed in Appendix B and will be displayed on the screen when appropriate.

Limitations and options are discussed throughout the guide when they are relevant.

4.1 Personnel

```

COMMAND: _____ NPPS
NEO0000 PERSONNEL MAIN MENU - PERMM
-----

CENTER ID:          NPPS VERSION:

ENTER ONE OF THE FOLLOWING SELECTIONS:  __

    1 - PERSONNEL ACTIONS
    2 - PLANNING ACTION
    3 - MATURE PROCESS
    4 - SF-50/SF-52 PROCESSING
    5 - TABLES MAINTENANCE
    6 - ACI
    7 - MASS ACTIONS
    8 - EMPLOYEE SERVICE RECORD
    9 - PERSONNEL HISTORY FILE MAINTENANCE
   10 - PERSONNEL AUDIT BROWSE

-----
PF1=  HELP                PF5=  MAIN MENU            PF12=  END

```

Personnel Main Menu (PERMM)

DESCRIPTION AND EXECUTION

NPPS maintains NASA personnel data in a form that can readily be retrieved and updated. This capability is accomplished through the Personnel Main Menu (PERMM), which is composed of 10 major operations. Following are the operations as listed on the Personnel Main Menu and a brief description of each.

1. Personnel Actions: Provides the capability for processing all personnel actions for new or existing employees.
2. Planning Action: Creates Within Grade (WIG) Increases, Changes in Tenure, or Changes in TSP Eligibility and places them on the suspense file.
3. Mature Process: Matures (applies) personnel actions from the suspense file to the database.
4. SF 50/SF 52 Processing: Prints SF 50s and SF 52s.
5. Tables Maintenance: Allows maintenance of the personnel tables.
6. ACI: Prepares ACIs on the suspense file.
7. Mass Actions: Allows for a select set of mass/global NOACs to be created.
8. Employee Service Record: Displays an employee's service record.
9. Personnel History File Maintenance: Changes and/or deletes personnel action history records.
10. Personnel Audit Browse: Browses the contents of the personnel history audit records.

Step to Reach the Personnel Main Menu

1. At the Main Menu, select 1 - Personnel.

4.1.1 Personnel Actions Main Menu

```
COMMAND: _____ NPPS
NEO1000 PERSONNEL ACTIONS MAIN MENU - PERMAIN
-----

ENTER ONE OF THE FOLLOWING SELECTIONS: _

1 - SF 50 PERSONNEL ACTION PROCESSING
2 - VIEW MASTER RECORD
3 - QUERY SUSPENSE FILE
4 - MASS DELETION OF SUSPENDED ACTIONS
5 - SF 52 PERSONNEL ACTION PROCESSING

-----

PF1= HELP PF5= MAIN MENU PF12= END
```

Personnel Actions Main Menu (PERMAIN)

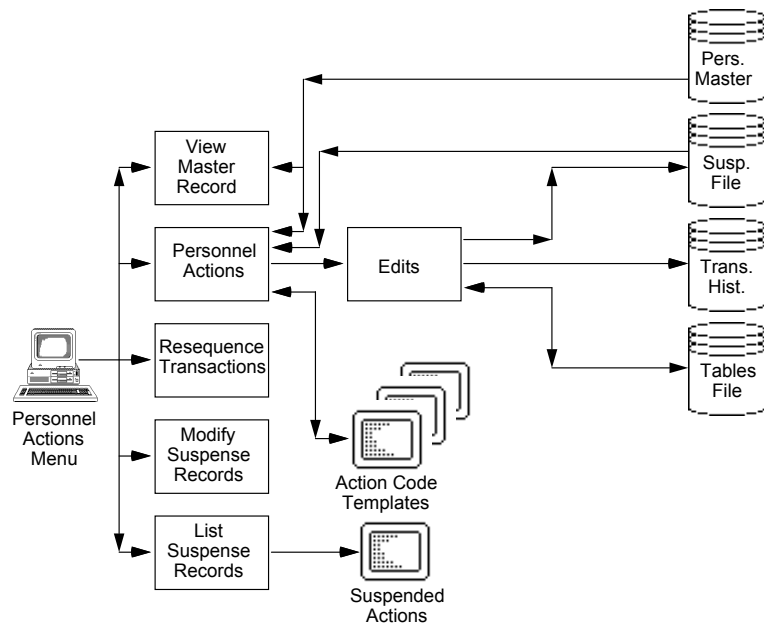
DESCRIPTION AND EXECUTION

The Personnel Actions Main Menu (PERMAIN) is used to select one of the five functions available in this section. Each function is described briefly below (as illustrated in Figure 4.1.1-1).

1. SF 50 Personnel Action Processing: Processes a personnel action for a new or existing employee.
2. View Master Record: Displays employee data from the master record.
3. Query Suspense File: Queries the suspense file for existing actions.
4. Mass Deletion of Suspended Actions: Deletes user-specified personnel action(s) on the suspense file.
5. SF 52 Personnel Action Processing: Processes a request for personnel action for a new or existing employee.

Steps to Reach the Personnel Actions Main Menu

1. At the Main Menu, select **1** - Personnel.
2. At the Personnel Main Menu, select **1** - Personnel Actions.

**Figure 4.1.1-1 Personnel Actions**

4.1.1.1 SF 50 Personnel Action Processing

```

COMMAND: _____ NPPS
NEO1001      SF 50 PERSONNEL ACTION PROCESSING MENU - PERACT
-----

SSN:  ____  NOAC:  ____  EFDATE:  ____  FUNC:  _
NAME(LAST, FIRST):  _____

      FUNCTION              DESCRIPTION
      A      ADD THE ACTION TO SUSPENSE
      C      CHANGE AN EXISTING SUSPENSE ACTION
      D      DELETE AN EXISTING SUSPENSE ACTION
      E      CHANGE THE EFDATE OF AN EXISTING SUSPENSE ACTION
      H      CHANGE SSN ON ACCESSION ACTION
      R      RETRIEVE AN EXISTING SUSPENSE ACTION
      S      RE-SEQUENCE SUSPENSE ACTIONS
      T      CONVERT SF52 ACTION TO SF50 ACTION
-----

PF1=  HELP              PF5=  MAIN MENU              PF12=  END_

```

SF 50 Personnel Action Processing Menu (PERACT)

DESCRIPTION AND EXECUTION

The SF 50 Personnel Action Processing Menu (PERACT) is used to add an action to the suspense file, change or delete an action on the suspense file, view an existing suspense action, change the effective date of an existing action, change the SSN on accession and subsequent actions, re-sequence suspense actions, or convert an SF 52 action to an SF 50 action. First, you must enter the necessary information about the employee (i.e., SSN, NOAC, Effective Date, or Name). Then select a function by entering its letter in the blank marked FUNC. All the available functions are listed on the screen.

When you press **ENTER**, you will receive the series of templates which correspond to the function you requested.

Personnel data is processed through a series of personnel actions identified by a NOAC. NPPS processes all employee personnel actions described in the FPM and those identified by NASA as having a NOAC in the 900 series. Each NOAC lists only those fields that you are allowed or required to enter. Required fields are those for which data must be entered. Optional fields are those for which data may be entered. The user has the capability to define optional fields as locally required fields at the NOAC level using table TREQFLD (refer to Description in PERTAB section).

As you complete each screen of mandatory and optional entries for a given personnel action, NPPS tests your entries on a single edit check basis (e.g., verifies the FEHB code you entered actually occurs in the FEHB table).

NPPS displays informative error messages when edit errors occur. OPM edit errors appear in the form of the OPM edit code, and you may request to view the corresponding description of any error code. After you have completed all the

mandatory and optional entries for the entire action (i.e., all related screens), NPPS performs a relational edit check. If all the entries for the action being processed pass the relational edit check, the action is placed on the suspense file. If one or more of the entries do not pass the edit check, NPPS displays the OPM error codes in the top, left corner of the screen. You must then correct the entry in error and resubmit the action for processing.

Authorized individuals may place an action which does not pass edit checks on suspense by electing to bypass the edits. When you elect to bypass edits by placing **X** in the bypass edit field, all relational and single field value edits are ignored. NPPS allows you to process actions for non-NASA employees without having to enter data in those fields that are required for NASA employees by placing **S** or **N** in the bypass edit field. The "S" represents the subset of OPM to be performed (System/Software Requirements Specification (SRS) Table 3-8) and the "N" represents no OPM edits. On all actions other than accession NOACs, the "S" will be the default for non-NASA employees.

NPPS ensures that the employee's most current master record is used for relational edit purposes for the action being processed. When an action is entered, all SF 50 actions in suspense with a different NOAC for that SSN which have not matured and have an Effective Date prior to, or equal to, the Effective Date of the action being entered will be temporarily applied (a mock update) to the employee record.

Multiple actions may be suspended for the same employee whether or not those actions have the same Effective Date. NPPS allows you to specify the sequence in which actions will be applied to the employee's master record for those actions with the same Effective Date. However, when a new action is suspended with an effective date earlier than the effective date of pre-existing SF 50 suspended actions, the pre-existing actions will be set to error status to ensure that they will be checked for impact from the new action.

NPPS allows you to modify or edit any unmatured suspended transaction. NPPS also allows you to delete any suspended transaction.

During the processing of an action, some of the fields are automatically filled in by NPPS. The information NPPS will enter in these fields may not be present at the time the screen is processed; this data is referred to as "System Provided Data." NPPS loads some fields using information you have already entered in a previous field. NPPS loads other fields using information from the personnel tables (i.e., NPPS performs table look-ups; e.g., Salary). You may override any entry which NPPS provides by typing in your own information.

If you want to zero fill a required data element, you may use "9" for a numeric field or a period (.) for an alpha field. You may also use the "9" to take out a numeric value or a period (.) to remove an alpha value which already exists in the master record.

An exception to this rule exists for Empl AUO Pct, Retention Allowance Percent, Staffing Differential Percent, and Supervisory Differential Percent. These fields

cannot be reset to zero directly, but by entering a **9** in the corresponding amount, the percent fields will be set to zero when the action is matured.

Once an action has been input on suspense and the appropriate fields have been filled in via a table look-up, the following procedure must be executed in order for the system to look up new values based on any changes made to the action.

First, change the action by entering the new data in the fields you wish to update. Then, erase the old values from the related table look-up fields. NPPS will look-up new values for these fields only if they are manually blanked out prior to the processing of each individual screen.

You have two other options that will enable you to update the table look-up fields. You may enter the updates to all related fields manually or delete the action from the suspense file and enter it with the updated data, thereby ensuring accurate table look-up values.

NPPS allows the modification of the effective date after it has been originally placed on the suspense file by choosing function **E** on the PERACT menu. NPPS also allows the re-sequencing of transactions that are effective on the same day for the same employee by choosing function **S** on the PERACT menu. However, changing the effective date or re-sequencing transactions does not automatically recalculate those fields that may be based on effective date or other data values. After the effective date has been modified or transactions have been re-sequenced, the user should do a change on the actions following the procedures described in the previous paragraph to properly ensure that all data is correct and a good SF 50 has been produced.

NPPS allows for the conversion of an SF 52 action to an SF 50 action by choosing function **T** on the PERACT menu. Only those actions for which an SF 52 has been printed will be allowed to be converted. During the conversion process, NPPS will reset to blank the following fields: Bypass Edit, Suspense Sequence, Combination, and Print Status. The edit function (FUNC on PERACT menu) will be reset to "C" and you will be positioned at the first input screen.

NPPS allows the modification of the SSN on accession and subsequent actions after they have been originally placed on the suspense file by choosing function **H** on the PERACT menu and specifying the accession action. This option is available only on transactions against a new hire (unmatured action with NOAC equal 100-199 or fourth character equals "A").


```

NEMXXXXA          (SCREEN)A          SF52 DATA          0 OF 0
BY-PASS EDIT: _
1.NAME(LAST,SUF,FIR,MI) 2.SSN          3.BIRTH DATE 0 0 0 > 0 0 0
                                     4.EFDATE 0 0 0
5A.NOAC          NOAC NTE 0 0 0        6A. NOAC          NOAC NTE 0 0 0
5B. _____        6B. _____
6C. AUTH1 _____        6E. AUTH2 _____
6D. _____        6F. _____
7.OPM TTL _____        / _____        TITLE
15.> _____        / _____        CODE
7.NASA TTL _____        / _____        >
15.> _____        / _____
PDN          NCC          SUPIND          > PDN          NCC          SUPIND
8.PAY PLAN          9.OCC CODE          > 16.PAY PLAN          17.OCC CODE
10.GRADE 0          11.STEP          > 18.GRADE          19.STEP
12.TOTSAL 0.00        13.PAY BASIS          > 20.TOTSAL 0.00        21.PAY BASIS
-----
PF1= HELP          PF2= TBL LOOKUP        PF3= PREV SCREEN        PF4= OPM MSG
PF5= MAIN MENU        PF6= END ACTION        PF10= MASTER INQ        PF11= GO TO        PF12= END

```

Screen A

SYSTEM PROVIDED DATA

NPPS sets the Legal Authority descriptions based on the Legal Authorities entered by the user in accordance with personnel table TAUTH.

NPPS sets OPM Title, NASA Title, and Local Title based on the Title Code, Occupational Code, NASA Class Code, and Supervisory Indicator. When one of these four codes is updated, NPPS will look up and update the accompanying titles.

NPPS sets the Empl Tot Pay Amt equal to the sum of Empl Adjstd Basic Pay Amt and Empl Othr Pay Amt.

```

NEMXXXXB          (SCREEN) B -          (SF52 DATA)          0 OF 0
BY-PASS EDIT: _
NAME _____        SSN _____
12A.BASIC PAY          > 20A.BASIC PAY          0.00_____
12B.LOCALITY ADJ          > 20B.LOCALITY ADJ          0_____
12C.ADJ BASIC PAY          > 20C.ADJ BASIC PAY          0.00
12D.OTHER PAY          > 20D.OTHER PAY          0
14.ORG ASSIGNED          > 22.ORG ASSIGNED _____
ORG LOCATED          > ORG LOCATED _____
23.VET PREF          > _ 24.TENURE          > _ 26.VETPREF RIF          > _
27.FEGLI          > _ 28.ANUIND          > _ 29.PAYRAT DET          > _
30.RET PLAN          > _ 31.SCD LV          > 0_ 0_ 0_____
32.WORKSCH          > _ 33.PT HOURS SCH          > _
34.POS OCC          > _ 35.FLSA          > _ 36.APPROP CODE          > _
37.UNION BU          > _____
38.DUTY STATION          > _____
45.ED LEVEL          > _ 46.YR DEG          > _ 47.ACAD DISC          > _
48.FUNC CL          > _ 49.CITIZEN          > _ 50.VET STATUS          > _
-----
PF1= HELP          PF3= PREV SCREEN          PF5= MAIN MENU
PF6= END ACTION        PF10= MASTER INQ          PF11= GO TO          PF12= END

```

Screen B

USER INPUT

NPPS stores the Duty Station Name based on the Duty Station Code which you enter.

SYSTEM PROVIDED DATA

NPPS sets the Appropriation Code based on the value of the Project Line Item input by the user for non-NASA employees. This value is found in the TPRJLINE table.

NPPS sets Degree: Highest Level, Degree: Highest Year, and Degree: Highest Field to zero(s) if Educational Level changes to a value less than 10.

NPPS sets the Empl Basic Pay Amt in accordance with table TSALSTEP based on any change to Pay Table, Grade: Current, or Step and if the following criteria has been met:

1. Action being processed must be an accession, conversion, 702, 703, 713, 721, 740, 741, 866, 892, 893, 894, 002, or 001.
2. Employee's Pay Plan must not equal GM.
3. Employee's Step must not equal 0.
4. Employee's Pay Rate Determinant must equal 0, 5, 6, 7, A, B, C, E, F, or M.

NPPS sets the Empl Lclty Adjstmnt Anl Amt based on any change to Empl Basic Pay Amt or Empl Sch Basic Pay Amt when the Locality Adjustment Indicator is found in table TLOA.

NPPS sets Empl Adjstd Basic Pay Amt equal to the sum of Empl Basic Pay Amt or Empl Sch Basic Pay Amt when greater than zero and Empl Lclty Adjstmnt Anl Amt.

NPPS sets Empl Other Pay Amt equal to the sum of Retention Allowance, Supervisory Differential, Salary: Staffing Differential, and Empl AUO Anl Amt.

```
NEMXXXXC                                (REMARKS)                      0 OF 0  
BY-PASS EDIT: _  
  
NAME                                     SSN  
PART D - REMARKS BY REQUESTING OFFICE  
  
_____  
_____
```

	AGENCY CODE REQUIRED 50	> _____	APP DATE 0_ 0_ 0_ PRINT STATUS _	SIGNATURE ____ COMBINED _
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF6= END ACTION	
PF8= FWD	PF9= REM	PF10= MASTER INO	PF11= GO TO	PF12= END

SF 50 Remarks

USER INPUT

You may enter SF 50 Comment Codes to be associated with a personnel action, as well as insert input variables into the remark associated with the SF 50 Comment Code you enter, and override the remark associated with any SF 50 Comment Code as you desire.

NPPS sets a SF 50 Comment Code equal to P11 with the variable contained in this remark set equal to Empl Sch Basic Pay Amt when an employee is limited by the salary cap (Empl Sch Basic Pay Amt greater than zero) and is not General Merit (Pay Plan equals GM) or a Re-employed Annuitant (Annuitant Indicator equals 1, 4, or 5).

* PLEASE ADD/CHANGE DESIRED DATA

```

NEMXXXXE          (SCREEN)E   (FREQ. MISC. DATA)   0 OF 0
BY-PASS EDIT:  _
NAME                                     SSN
ADMIN LEVEL      > _____ SEX                > _ COMPLEV      > _ _ _
EMPNO            > _____ POS TYPE           > _ POS TYPE LOCAL > _ _
SCH BASIC 0.00   > 0.00 _____ DUTY STATUS     > _ PRIOR RET COVER > _
SCH LCLTY 0      > 0 _____ DEPART DEST        > _ AGENCY/ FROM   > _ _ _
SCH ADJ 0.00     > 0.00 _____ DEPART REASON    > _ INSTALL TO     > _ _ _
SCH TOT 0.00     > 0.00 _____ HANDICAP         > _ EMP INDICATOR > _
PAYTBL           > _____ PROJ PROMOTION      > _ _
FEHB/FULL PAY    > _ _ _ HI PAYPLAN                > _ FINSTM        > _
MINORITY         > _ FACILITY                     > _ LV ENTITLEMENT > _
HI GRADE         0 > _ WIG WAIT 0 0 0 > 0_ 0_ 0_ _
FINSTM DATE 0 0 0 > 0_ 0_ 0_ _ NEXT WIG 0 0 0 > 0_ 0_ 0_ _
LAST EQV INC 0 0 0 > 0_ 0_ 0_ _ LAST PROMO 0 0 0 > 0_ 0_ 0_ _
CURRENT GRADE 0 0 0 > 0_ 0_ 0_ _ CRED MIL 0 0 0 > 0_ 0_ 0_ _
EOD 0 0 0 > 0_ 0_ 0_ _ NASA SCD 0 0 0 > 0_ 0_ 0_ _
FROZEN CSRS 0 0 0 > 0_ 0_ 0_ _ RIF SCD 0 0 0 > 0_ 0_ 0_ _
-----
PF1=  HELP          PF3=  PREV SCREEN          PF5=  MAIN MENU
PF6=  END ACTION    PF10= MASTER INQ          PF11= GO TO
PF12= END

```

Screen E**USER INPUT**

Employee Indicator is only used for non-paid employees. This will create a record on Personnel, but none on Payroll.

SYSTEM PROVIDED DATA

NPPS sets the Salary Scheduled in accordance with table TSALSTEP based on any change to Pay Table, Grade: Current, or Step and if the following criteria has been met.

1. Action being processed must be an accession, conversion, 702, 703, 713, 721, 740, 741, 866, 892, 893, 894, 002, or 001.
2. Employee's Pay Plan must not equal GM.
3. Employee's Step must not equal 0.
4. Employee's Pay Rate Determinant must equal 0, 5, 6, 7, A, B, C, E, F, or M.

```

NEMXXXXF      (SCREEN)F -      (FREQ. MISC. DATA)      0 OF 0
BY-PASS EDIT: _

NAME                                           SSN
COOP:ENTRY      0 0 0 > 0_ 0_ 0_   TRAINING DEV PGM      > _
RET TO DUTY 0 0 0 > 0_ 0_ 0_   NASA SPEC PGM      > _
RET TO SCH 0 0 0 > 0_ 0_ 0_   RTD > _ RTD GRP > _
SCD: RETIREMENT 0 0 0 > 0_ 0_ 0_   CPP > _ POSCRIT > _
LOCAL TITLE: > _
FERS/TSP: FERS COVER > _ TSP SCD      0 0 0 > 0_ 0_ 0_
          TSP STATUS > _ TSP STAT DATE 0 0 0 > 0_ 0_ 0_
          TSP VEST > _ TSP ELIG DATE 0 0 0 > 0_ 0_ 0_
          TSP SEPCDE > _ TSP SEP DATE 0 0 0 > 0_ 0_ 0_
NON NASA PROJ LI > _
RETIRED MIL:RETIRE 0 0 0 > 0_ 0_ 0_   PAY STATUS > _
          SERV COMPONENT > _ RET BASIS > _
          SERV PAY GRD > _ SERV NUM > _
          SERV DESIGNATION > _

-----
PF1=  HELP      PF3=  PREV SCREEN  PF5=  MAIN MENU
PF6=  END ACTION PF10= MASTER INQ  PF11= GO TO      PF12=  END_

```

Screen F

```

NEMXXXXG      (SCREEN) G      (MISC. INFREQ.)      0 OF 0
BY-PASS EDIT: _

NAME                                           SSN
FIELD      SCHOOL      YEAR      LEVEL      GPA
HIGH      01001002 > _ > _ > _ 0.00 > 0.00
2 > _ > _ > _ > _ 0.00 > 0.00
3 > _ > _ > _ > _ 0.00 > 0.00
4 > _ > _ > _ > _ 0.00 > 0.00
COOP/PMI > _ > _ > _ > _ 0.00 > 0.00
          BDYR > _ FTCLI > _
LIMITS: RETIREMENT:
SEVERANCE 0.00 > 0.00_   OPTIONAL > 0_ 0_ 0_
DAY 0 > 0_   DISCONT > 0_ 0_ 0_
HOURS 0 > 0_   FERS MRA 0 0 0 > 0_ 0_ 0_

LINE NUMBER > _ PARAGRAPH > _
RESERVES: BRANCH > _ RANK > _ HEAD OF AGENCY > _
RETAIN: PAYPLN > _ GRD > _ STP > _ EXP DTE 0 0 0 > 0_ 0_ 0_

-----
PF1=  HELP      PF3=  PREV SCREEN  PF5=  MAIN MENU
PF6=  END ACTION PF10= MASTER INQ  PF11= GO TO      PF12=  END

```

Screen G

SYSTEM PROVIDED DATA

NPPS sets the Degree: Bachelor Year to zero if Degree: Highest Level is changing to a value not equal to Bachelors (B), Masters (M), or Doctorate (D).

```

NEMXXXXH          (SCREEN)H -          (SUSPENSE DATES)  0 OF 0
BY-PASS EDIT:  _

NAME                                                    SSN

NTE DATES:
APPOINTMENT      0 0 0  > 0_ 0_ 0__
FURLOUGH         0 0 0  > 0_ 0_ 0__
SABBATICAL LV   0 0 0  > 0_ 0_ 0__
LEAVE W/O PAY    0 0 0  > 0_ 0_ 0__
LEAVE WITH PAY   0 0 0  > 0_ 0_ 0__
POSITION CHG     0 0 0  > 0_ 0_ 0__
SUSPENSION       0 0 0  > 0_ 0_ 0__
PROMOTION        0 0 0  > 0_ 0_ 0__
RETENTION ALW    0 0 0  > 0_ 0_ 0__
RIF EXTENSION    0 0 0  > 0_ 0_ 0__

ENDING DATES:
CONVERSION       0 0 0  > 0_ 0_ 0__
PROBATION        0 0 0  > 0_ 0_ 0__
NEW SUPV         0 0 0  > 0_ 0_ 0__
TENURE           0 0 0  > 0_ 0_ 0__
SVC AGRMNT       0 0 0  > 0_ 0_ 0__
SES PROB         0 0 0  > 0_ 0_ 0__
BEGINNING DATES:
NEW SUPV         0 0 0  > 0_ 0_ 0__
TENURE           0 0 0  > 0_ 0_ 0__

-----
PF1=  HELP          PF3=  PREV SCREEN    PF5=  MAIN MENU    PF6=  END ACTION
PF10= MASTER INQ    PF11= GO TO      PF12= END

```

Screen H

USER INPUT

Conversion is used for a suspense date and will appear on the Tickler report. The Conversion date is to be used to change an employee to a Career or a Career Conditional Appointment.

```

NEMXXXXI          (SCREEN)I -          (MISC)          0 OF 0
BY-PASS EDIT:  _

NAME                                                    SSN
NEW NAME:  _____

NEW SSN:  ____ _

FOLLOW UP CODES AND DATES:
1)  > ____ 0 0 0  > 0_ 0_ 0__    2)  > ____ 0 0 0  > 0_ 0_ 0__
3)  > ____ 0 0 0  > 0_ 0_ 0__    4)  > ____ 0 0 0  > 0_ 0_ 0__
5)  > ____ 0 0 0  > 0_ 0_ 0__    6)  > ____ 0 0 0  > 0_ 0_ 0__
7)  > ____ 0 0 0  > 0_ 0_ 0__    8)  > ____ 0 0 0  > 0_ 0_ 0__

-----
PF1=  HELP          PF3=  PREV SCREEN    PF5=  MAIN MENU    PF6=  END ACTION
PF10= MASTER INQ    PF11= GO TO      PF12= END

```

Screen I

SYSTEM PROVIDED DATA

If an employee's name changes, NPPS sets the Previous Name to the old name.
NPPS changes all historical data for an employee to reflect the current value for SSN, Previous SSN, and Name when that employee's SSN or name changes.

(SCREEN)J - (MISC)0 OF 0

BY-PASS EDIT: _
NEMXXXXJ

NAMESSN

DETAIL:

OPM TITLE /

> _____ / _____

NASA TITLE /

> _____ / _____

TITLE CODE > _____

PDN > _____ NCC > _____

PAY PLAN > _____ OCC CODE > _____

GRADE 0 > _____ ORG ASSIGNED > _____

DUTY STATION > _____ ENDING DATE 0 0 0 > 0_ 0_ 0____

INSTALLATION LOCATED > _____

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF10= MASTER INQ

PF11= GO TO

PF12= END

Screen J

NEMXXXXK (SCREEN)K - (BONUS/DIFF/ALLOW)0 OF 0

BY-PASS EDIT: _

NAMESSN

LOCALITY ADJUSTMENT INDICATOR >

BONUS/DIFFERENTIAL BASIS > _

RECRUITMENT BONUS % > _____ RECRUITMENT BONUS AMOUNT > _____

RELOCATION BONUS % > _____ RELOCATION BONUS AMOUNT > _____

PHYS COMP ANNL AMT > _____

AVLBTY ANNUAL AMNT > _____

AUO % > _____ AUO ANNUAL AMOUNT > _____

RETENTION ALLOW % > _____ RETNTN ALLOW ANNL AMNT > _____

STAFFING DIFF % > _____ STAFFING DIFF ANNL AMNT > _____

SUPERVISORY DIFF % > _____ SUPRVSRY DIFF ANNL AMNT > _____

FOREIGN LANG ANNL AMNT > _____

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF6= END ACTION

PF10= MASTER INQ

PF11= GO TO

PF12= END

Screen K

SYSTEM PROVIDED DATA

NPPS sets the Locality Adjustment Indicator according to table TLOA based on any change to Duty Station. The AVLBTY ANNUAL AMNT is equal to 25 percent of the Adjusted Basic Pay Amt (results 50 cents and over are increased to next whole dollar).

NEMXXXXL(SCREEN)L-(MISC. INFREQ.)0 OF 0

BY-PASS EDIT: _

NAMESSN

RATING

CUR0>_

PR10>_

PR20>_

PR30>_

YEAR

>_

>_

>_

>_

EFDATE

000>0_0_0_

000>0_0_0_

000>0_0_0_

000>0_0_0_

PATTERN

>_

>

>

>

AWARDS:

CHK

>_

YEAR

>_

TYPE

>_

AMOUNT

>0.00_

TIME OFF

>0.0_

HRS/LYTD

/0.0

GROUP TEXT

>_

AWD BUDGET

>_

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF6= END ACTION

PF10= MASTER INQ

PF11= GO TO

PF12= END

Screen L

SPECIAL PF KEY

The capability exists to input either Net or Gross Award Amount for NOAC 840, 841, and 877 On the Spot Awards, but the final On the Spot Award Amount must be Gross. Therefore, when Net Award Amount is entered, **PF9 GROSS AWDAMT** must be used to calculate Gross Award Amount.

If Gross Award Amount is entered, normal processing takes place.

NEMXXXXM		(SCREEN)M -	(CAPPS)	0 OF 0
BY-PASS EDIT: _				
NAME			SSN	
AWARDS:	QTY YR		ASCN ACTION:	
HONORARY	> _ _		AUTH1	> _ _
PERFORMANCE SES	> _ _		AUTH2	> _ _
QUALITY INCREASE	> _ _		EFDATE	> _ _ _
SPECIAL ACT	> _ _	PREVIOUS:	NOAC	> _ _ _
		BASIC PAY	> _ _ _ _	
COUNTER CODES:		DUTY STN	> _ _ _ _	CVNRSN ACTION:
APPOINTMENT	> _	GRADE	> _ _	AUTH1
AWARDS	> _	LOCAL ADJ	> _ _	AUTH2
CAO	> _	OCC CODE	> _ _	EFDATE
CONVERSION	> _	PAY BASIS	> _	NOAC
DOWNGRADE	> _	PAY PLAN	> _	
OTHER AWARDS	> _	PAYRAT DET	> _	APPOINTMENT:
PERFORMANCE AWARDS	> _	STEP	> _	AUTH1
TRAINING	> _	WORKSCH	> _	AUTH2

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF6= END ACTION	
PF11= GO TO	PF12= END			

Screen M

USER INPUT

Screen **M** will only appear when the NOAC equals 721A or 991. Report 460 generated by the losing installation and forwarded to the gaining installation contains the necessary data for input.

In addition to the four standard PF keys (PF1=Help, PF3=Previous Screen, PF5=Main Menu, and PF12=End), four special PF keys are listed on the personnel action screens. These PF keys are only available during the processing of a personnel action.

PF2=Table Lookup - Directs NPPS to look up the remarks for the Authority Code or titles based on the title codes which you must enter on the first screen of the series (A). You may override the default description or title by typing in the description or title you prefer. The table lookup key does not apply to the salary field. This option is only available on Screen A.

PF4=OPM Messages - Allows you to display the description of any OPM message. This option is useful after you complete all your entries for an action and attempt to place that action on the suspense file. If NPPS finds any relational edit error, it will return you to the first screen of the series and display the OPM Edit codes in the top, left corner of this screen. In order to view a description for a code, press **PF4** and type in the code. This option is only available on the first screen in the series.

PF6=End Action - Used to complete the action without paging through the remainder of the screens available in the series. This option is available on all screens in the series.

PF9=SF 50 REM - Used to display the description of the Remarks Codes to determine the appropriate variables for the specific conditions which apply to the

employee whose action is being processed. This option is only available on the SF 50 Remarks screen of the series.

PF11=GO TO - Allows the user to directly access a specific screen by pressing this key and entering the desired page number when prompted with a pop-up window. This option is available on all screens in the series. This option is also available in PERMAST and HISTMAIN.

Steps to Reach Personnel Action Processing

1. At the Main Menu, select **1** - Personnel.
2. At the Personnel Main Menu, select **1** - Personnel Actions.
3. At the Personnel Actions Main Menu, select **1** - SF50 Personnel Action Processing.

DESCRIPTION OF DATA PROCESSING RESULTS AND OUTPUT

NPPS generates a suspended personnel transaction for each personnel action consisting of the transaction as input.

4.1.1.2 View Master Record

COMMAND: _____		NPPS
NEO1200		VIEW MASTER RECORD - PERMAST

SSN: ____ _	TYPE: _	
NAME: _____		
(LAST NAME)		(FIRST NAME)
TYPE	DESCRIPTION	
D	RETRIEVE IN DATA BASE FIELD FORMAT	
P	RETRIEVE IN PERSONNEL ACTION FORMAT	

PF1= HELP	PF5= MAIN MENU	PF12= END

View Master Record (PERMAST)

DESCRIPTION AND EXECUTION

The View Master Record (PERMAST) template is used to retrieve information from an employee's master record.

Steps to Reach View Master Record

1. At the Main Menu, select **1** - Personnel.
2. At the Personnel Main Menu, select **1** - Personnel Action.
3. At the Personnel Actions Main Menu, select **2** - View Master Record.

DESCRIPTION OF DATA PROCESSING RESULTS AND OUTPUT

You have the option to retrieve the information in two formats. You may select to view the record in the Data Base Field Format (**D**) or the Personnel Action Input Format (**P**). The Personnel Action Input Format is displayed in the same order and layout as input during personnel action input. The database format displays the fields alphabetically by database name.

4.1.1.3 Query Suspense File

COMMAND: _____	NPPS
NEO1300	SUSPENSE QUERY - PERSUSPQ

LIST ACTIONS FOR EMPLOYEE:	
SSN: _____	
NAME: (LAST, FIRST) _____	
LIST ACTIONS ON OR BEFORE EFDATE: ____	
LIST ACTIONS FOR NOAC: _____	
LIST ACTIONS FOR SOURCE: ____	
LIST ACTIONS FOR CLERK ID: _____	

PF1= HELP	PF5= MAIN MENU
	PF12= END

Suspense Query (PERSUSPQ)

DESCRIPTION AND EXECUTION

The Suspense Query (PERSUSPQ) template is used to specify and retrieve existing actions from the suspense file.

This display includes the following:

- SSN
- Transaction Identifier (NOAC)
- Effective Date
- Sequence Number
- Whether or not a combination SF 50/SF 52 was specified
- Whether or not an SF 50/SF 52 has been printed
- Whether or not the action has been applied to the employee's master record
- Whether or not the action was created by online data entry or by a system function (such as Planning Actions)
- Whether or not the transaction has errors
- Whether or not the Edit Bypass Code was specified
- Action Update Clerk

- Whether or not the action is an SF 52

Steps to Reach Suspense Query

1. At the Main Menu, select **1** - Personnel.
2. At the Personnel Main Menu, select **1** - Personnel Actions.
3. At the Personnel Actions Main Menu, select **3** - Query Suspense.

DESCRIPTION OF DATA PROCESSING RESULTS AND OUTPUT

You may select a list of existing actions based on five criteria: **(1)** SSN or Name, **(2)** Effective Date, **(3)** NOAC, **(4)** Source of the action, and **(5)** Clerk ID.

The valid source codes are as follows.

C	Personnel Actions (clerk from online entry)		
P	Planning Actions	A	ACI
T	Mass Transfer	I	Installation-Unique Interface
L	Mass Realignment	F	Mass Furlough
G	Mass Performance Rating	W	Mass Award
H	Mass Change in Health Plan	N	Mass Change in NCC
S	TSP Change	O	Mass Change in Organ: Nam
D	Mass Duty Station Change	J	Mass Locality Payment
B	Mass Change in Appropriation	M	Mass Miscellaneous
R	Mass Return to Duty		

4.1.1.4 Mass Deletion of Suspended Actions

COMMAND:	_____	NPPS
NEM1400	MASS DELETION OF SUSPENDED ACTIONS - PDELETE	

CLERK:	_____	
EFDATE:	__ __ __	
NOAC:	_____	
PAYTBL (ACT'S ONLY):	_____	
SOURCE:	_	

PF1= HELP	PF5= MAIN MENU	PF12= END_

Mass Deletion of Suspended Actions (PDELETE)

DESCRIPTION AND EXECUTION

The Mass Deletion of Suspended Actions (PDELETE) template is used to specify and delete a group of personnel actions on the suspense file.

Steps to Reach Mass Deletion of Suspended Actions

1. At the Main Menu, select **1** - Personnel.
2. At the Personnel Main Menu, select **1** - Personnel Actions.
3. At the Personnel Actions Main Menu, select **4** - Mass Deletion of Suspended Actions.

DESCRIPTION OF DATA PROCESSING RESULTS AND OUTPUT

The group of actions to be deleted will be selected by Source, NOAC, Effective Date, or Action Update Clerk. Pay Table may be specified when the NOAC is 894.

4.1.1.5 SF 52 Personnel Action Processing

COMMAND: _____ NPPS
NEO1500 SF 52 PERSONNEL ACTION PROCESSING MENU - PERACT52

SSN: _____ NOAC: _____ EFDATE: _____ FUNC: _____
NAME(LAST, FIRST): _____

FUNCTION	DESCRIPTION
A	ADD THE ACTION TO SUSPENSE
C	CHANGE AN EXISTING SUSPENSE ACTION
D	DELETE AN EXISTING SUSPENSE ACTION
E	CHANGE THE EFDATE OF AN EXISTING SUSPENSE ACTION
H	CHANGE SSN ON ACCESSION ACTION
R	RETRIEVE AN EXISTING SUSPENSE ACTION
S	RE-SEQUENCE SUSPENSE ACTIONS

PF1= HELP PF5= MAIN MENU PF12= END

SF 52 Personnel Action Processing Menu (PERACT52)

DESCRIPTION AND EXECUTION

The SF 52 Personnel Action Processing Menu (PERACT52) is used to add an SF 52 action to the suspense file, change or delete an SF 52 action on the suspense file, view an existing SF 52 suspense action, change the effective date of an existing SF 52 action, or re-sequence SF 52 suspense actions. First, you must enter the necessary information about the employee (i.e., SSN, NOAC, Effective Date, or Name). Then select a function by entering its letter in the blank marked FUNC. All the available functions are listed on the screen.

The SF 52 Personnel Action Processing system functions exactly as the SF 50 Personnel Action Processing system, except "X" is generated in the Bypass Edit field (an "S" is generated for NON-NASA employees). Refer to Section 4.1.1.1 for details on how to enter a personnel action and convert an SF 52 action to an SF 50 action.

4.1.2 Planning Action Menu

COMMAND: _____

NPPS

NEM2000

PLANNING ACTIONS TEMPLATE - PLAN

(MASTER TO SUSPENSE FILE)

(X OR
BLANK)

START
MM DD YY

STOP
MM DD YY

-

CHANGE IN TENURE GROUP

(880)

__ __ __

__ __ __

-

WITHIN GRADE INCREASE

(891/893)

__ __ __

__ __ __

-

THRIFT SAVING PLAN

(943)

__ __ __

__ __ __

PRINT TSP LETTER

__ (Y/N)

880'S

891'S

893'S

943'S

991'S

SUSPENDED

REJECTED

PF1= HELP

PF5= MAIN MENU

PF12= END

Planning Actions Template (PLAN)

DESCRIPTION AND EXECUTION

The Planning Actions Template (PLAN) provides for the advance preparation of three specific personnel actions, as illustrated in Figure 4.1.2-1. All information required for processing is available from the master record, or is system generated. Eligible employees are selected based upon the Eligibility Beginning and Ending Dates which you provide. Following are the four Personnel Actions which are created and suspended for future maturation: (1) Changes in Tenure (NOAC 880), (2) WIG Increases (NOAC 893, 891), (3) Changes in TSP Eligibility (NOAC 943), and (4) Adjusted Next WIG Date due to excess LWOP (NOAC 991).

Steps to Reach Planning Actions Template

- At the Main Menu, select **1** - Personnel.
- At the Personnel Main Menu, select **2** - Planning Action.

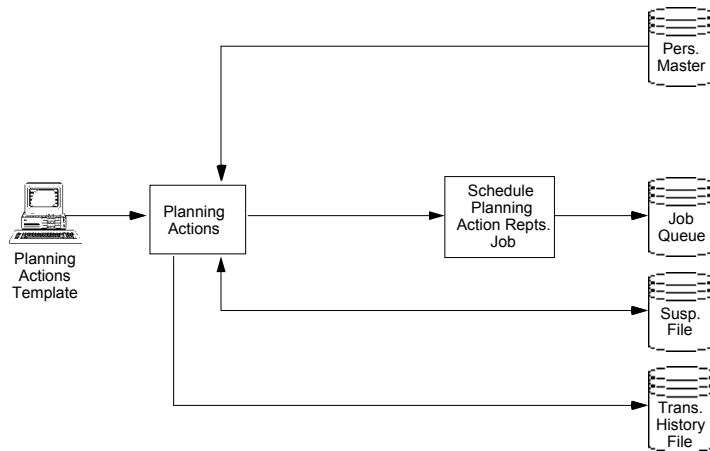


Figure 4.1.2 - 1 Planning Actions

DESCRIPTION OF DATA PROCESSING RESULTS AND OUTPUT

Upon completion of the planning action requested, NPPS displays the count of the number of actions suspended and rejected for the specified NOAC. In addition, each of the four types of planning actions has unique output as described below.

Change in Tenure (NOAC 880) - Generated and suspended for each employee meeting the eligibility criteria. In addition, all the dates necessary to print the SF 50 will be created as part of the suspended transaction.

WIG Increase (NOAC 891, 893) - Generated and suspended for each employee meeting the eligibility criteria. In addition, all data necessary to print the SF 50 will be available and two reports are available for scheduling as batch jobs.

- LWOP Report
- Acceptable Level of Competence Report (generated for each employee transaction)

Adjusted Next WIG Date (NOAC 991) - Generated and suspended for each eligible employee who has excess LWOP that causes the waiting period for the employee's next WIG increase to be adjusted beyond the Stop date entered on the input screen.

During this process, NPPS first checks to see if the employee has excess LWOP. If so, it then calculates the adjusted date when the individual will no longer have excess LWOP. The system then checks to see if the adjusted date still falls within the date range you provided when you requested the planning action. If the adjusted date does fall within this range, NPPS will still build a NOAC 891 or NOAC 893 for this individual. If not, NPPS cannot build a NOAC 891 or NOAC 893, but it does change the next WIG date via a NOAC 991 in order to create an

appropriate eligibility date. As a result, this individual will be picked up during the next WIG planning action providing he/she does not accumulate additional excess LWOP.

TSP Eligibility (NOAC 943) - Generated and suspended for each employee meeting the eligibility criteria. In addition, the option to create a TSP letter (NE00004, TSP letter) for each eligible employee is available through the batch job scheduler capability. At the time that each TSP Eligibility action is matured, the TSP information is integrated into the Payroll file to start the automatic one percent agency contribution for those employees under FERS.

4.1.3 Mature Process Menu

COMMAND: _____

NPPS

NEO3000

MATURE PROCESS TEMPLATE - MATURE

ALL ACTIONS WITH EFFECTIVE DATES ON OR BEFORE THIS DATE WILL MATURE

MATURE DATE: _ _ _

NAME SEARCH:

NAME (LAST, FIRST): _____

MATURE THESE SSN'S ONLY: _____

PF1= HELP

PF5= MAIN MENU

PF12= END

Mature Process Template (MATURE)

DESCRIPTION AND EXECUTION

The Mature Process Template (MATURE) is used to apply the suspended actions for all employees or selected employees based on the Effective Date specified, and thereby updates each employee's current master record, as illustrated in Figure 4.1.3-1. NPPS applies suspended transactions with an effective date on or before the date specified when you press **ENTER**. You have the option of maturing all actions that meet the date criteria or only the actions for the specified SSNs entered.

When mature processing is initiated, NPPS automatically edits each suspended action unless you elected to bypass the edits when the action was entered into NPPS. If an action fails an edit, NPPS places the action in an error status and all subsequent actions for that SSN will not be applied to the employee's master record. You may correct the error and reprocess the action. You must also reprocess all subsequent actions in order to remove the error flag set for each action. You may then re-execute the mature.

NPPS matures multiple actions with the same Effective Date for a single SSN in the sequence defined. NPPS recomputes an employee's normal pay and deductions based on a change in Birth Date, FEHB Plan Code, FEGLI Plan Code, Retirement Plan, or Salary when the action is applied to the employee's record.

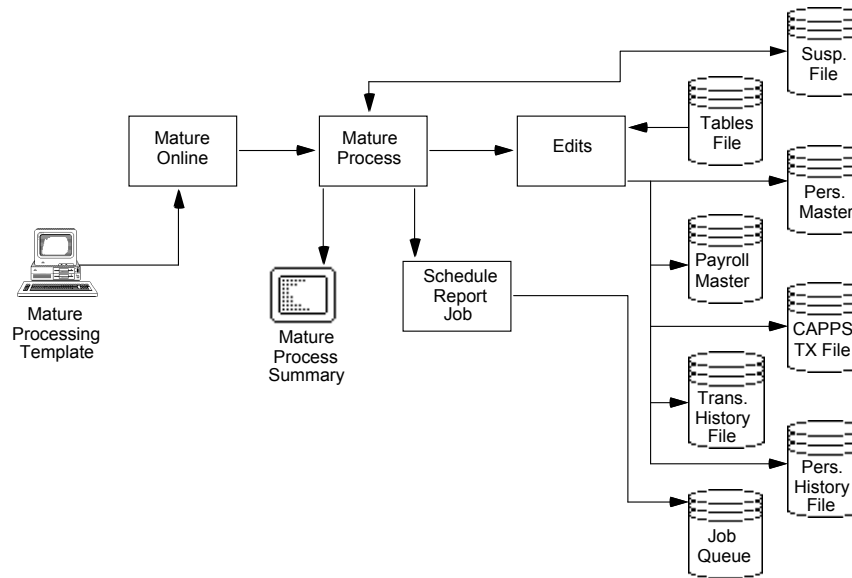


Figure 4.1.3-1 Mature Process

Steps to Reach Mature Process Template

1. At the Main Menu, select **1** - Personnel.
2. At the Personnel Main Menu, select **3** - Mature Process.

DESCRIPTION OF DATA PROCESSING RESULTS AND OUTPUT

Upon completion of the mature processing, each employee's record reflects the most current information as of the last matured transaction. In addition, two reports are generated from the Mature Process: (1) Mature Transaction and Error Report and (2) Mature Transaction Integration Report. If there are no suspended personnel transactions that fall within the specified date range, these reports will not be generated. This includes an online (screen display) summary report of any mature processing error which reflects such information as the SSN, Transaction Identifier, Effective Date, and Error Message. To run Mature using the Batch Job Scheduler (BJS), refer to Section 5, Batch User Capability.

4.1.4 SF 50/SF 52 Processing Menu

```

COMMAND: _____ NPPS
NEM4000 SF50/SF52 PRINT SELECTION - SEL50
(X OR BLANK)

SELECT FORM: SF50 _ SF52 _
- ALL THAT HAVE NOT BEEN PRINTED
- ALL WITH FACILITY _
- ALL WITH CLERK ID _____
- ALL WITH EFDATES ____ THRU ____
- ALL WITH THESE NOAC'S ____ , ____ , ____ , ____
- ALL FOR THESE SSN'S ____ , ____ , ____ , ____
-

-----
PRINT DESTINATION _____ XEROX COPIES ____
- ALIGNMENT PRINTING
- DISREGARD PRINT FLAG FOR SELECTION
- DO NOT SET PRINT FLAG
- SELECT THIS NUMBER AND STOP
- REPRINT LAST SET
-

-----
PF1= HELP PF5= MAIN MENU PF12= END

```

SF 50/SF 52 Print Selection (SEL50)

DESCRIPTION AND EXECUTION

The SF 50/SF 52 Print Selection (SEL50) template is used to print the SF 50 Notification of Personnel Action or the SF 52 Request for Personnel Action for any employee transaction requiring an OPM/NOAC, as illustrated in Figure 4.1.4-1. Eleven options are displayed on this screen. The options are divided into two groups and the groups are separated by a dotted line. You select an option by typing **X** in the blank to the left of the option.

The first group of options allows you to specify which SF 50/SF 52 should be printed. You may select one of the following: All Not Printed, All with Efdates (beginning date) Through (ending date), All with these NOACs (specify a maximum of eight NOACs), All for these SSNs (specify a maximum of six SSNs), All with facility, or All with Clerk ID. If you select one of these options alone, the system will print the type of SF 50/SF 52 you request which has not already been printed.

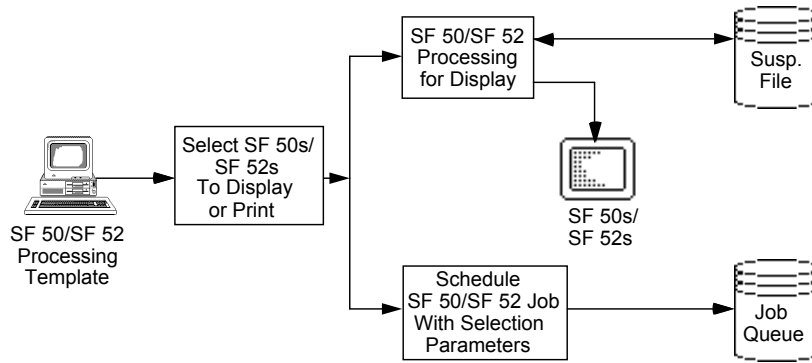


Figure 4.1.4-1 SF 50/SF 52 Processing Menu

You may select one or more of the options in the second group in order to further define the set of SF 50s/SF 52s you want to print. To print five alignment SF 50s/SF 52s before your selected SF 50s/SF 52s, select the Alignment option. To reprint SF 50s/SF 52s which have already been printed, you may select the Disregard Print Flag for Selection option. If you are executing a trial print, you may select Do Not Set Print Flag. To preview a select number of SF 50s/SF 52s before printing a large group, type the number of SF 50s/SF 52s to be printed in the blank to the left of the Select This Number And Stop option. To reprint exactly the group of SF 50s/SF 52s selected for the last printing, choose Reprint Last Set. You may use a combination of selections with the one exception of "Reprint Last Set." This option should be selected by itself only. All SF 50s/SF 52s will go to the default printer destination unless specified otherwise. When you select a print destination, the Xerox copies defaults to 3 for SF50 and only one SF52 form is printed for any type of print destination.

Three other SF 50/SF 52 print items are available during personnel action processing at the Remarks screen. The first item is Combined 50/52. If you enter **Y** in this field, NPPS prints a dual SF 50/SF 52 (i.e., two separate actions on the same SF 50/SF 52) when an employee has two or more personnel actions with the same effective date and they are sequenced first and second for that day. If you leave this field blank, NPPS prints only a single SF 50/SF 52 for this action.

The second item, 50/52 Print Status, displays "P" if an SF 50/SF 52 has been printed for this action. This "P" represents the Print Flag previously mentioned.

NPPS determines whether or not an SF 50 is required for each action as defined in table TNOAC. However, you may choose to make this determination yourself using the Required 50 field. This is the third SF 50 print item on the SF 50 Remarks screen. Type **N** in the blank following this item if an SF 50 is not required for this action; otherwise, leave the item blank. This option is not available on the SF 52.

Steps to Reach SF 50/SF 52 Print Selection

1. At the Main Menu, select **1** - Personnel.
2. At the Personnel Main Menu, select **4** - SF 50/SF 52 Processing.

DESCRIPTION OF DATA PROCESSING RESULTS AND OUTPUT

You may initiate printing of all SF 50s/SF 52s or select a group of SF 50s/SF 52s (i.e., all that have not yet printed, all for selected employees, all for selected NOACs), all SF 50s/SF 52s for a selected facility, or all SF 50s/SF 52s for a selected clerk ID. This is done by entering **Y** in the blank to the left of your selection and entering other relevant information as required. For example, to print SF 50s for only certain employees, enter **Y** in the blank to the left of the selection, All for these SSNs. Then, **TAB** to the blanks to the right of the option and enter up to six SSNs. You may also select the number of SF 50s/SF 52s to be printed by entering this number in the blank to the left of the selection, Select This Number and Stop.

You may determine the contents to be printed in certain blocks of the SF 50 (25, 40, 41, 42, 43, and 44). This is done using the TSF50BLK personnel table. This table lists the 10 items which may be displayed in the six blocks available. Type the number of the desired block to the left of the selected item. You may choose one item per block.

If you do not specify otherwise, the SF 50 Signature Code will be "1." You may view all the table entries for the SF 50 through the table maintenance capability which allows you to view the SF 50 Comments table (refer to Section 4.1.5).

The data printed in Blocks 7 and 15 is a combination of the descriptions that are input into tables TORG and CTLPER.

4.1.5 Tables Maintenance Menu

COMMAND: _____	NPPS
NEO5000	PERSONNEL TABLES MENU - PERTAB

TABLE RELEASE:	
ENTER ONE OF THE FOLLOWING SELECTIONS	
1 CORE TABLES MAINTENANCE	
2 LOCAL TABLES MAINTENANCE	
SELECTION: _	

PF1= HELP	PF5= MAIN MENU
PF12= END	

Personnel Tables Menu (PERTAB)

DESCRIPTION AND EXECUTION

The Personnel Tables Menu (PERTAB) is used to maintain personnel tables. This menu offers two selections.

1. Core Tables Maintenance: Select a personnel core table for viewing or updating.
2. Local Tables Maintenance: Select a personnel local table for viewing or updating.

Steps to Reach Personnel Tables Menu

1. At the Main Menu, select **1** - Personnel.
2. At the Personnel Main Menu, select **5** - Tables Maintenance.

4.1.5.1 Core Tables Maintenance Menu

```

* MAKE SELECTION OR HIT ENTER FOR ADDITIONAL TABLE IDS

COMMAND: _____ NPPS
NEO5010      PERSONNEL CORE TABLES MENU - PERCORE

TABLE      TABLE      TABLE      TABLE
ID          DESCRIPTION  ID          DESCRIPTION
-----
TAGENCY     AGENCY CODE          TANUIND     ANNUITANT IND
TAUTH       AUTHORITY CODE        TAWDTYP     AWARD TYPE
TBONUS      BONUS DIFF BASIS      TCOMENT     SF50 COMMENTS
TCPP        COMPETITIVE PLAN      TDEGFLD     EDUCATIONAL FIELD
TDEGLEV     DEGREE LEVEL          TDEGSCH     EDUCATIONAL SCHOOL
TDEPARTD    DEPART DESTINATION    TDEPARTR    DEPART REASON
TDTYSTN     DUTY STATION          TDTYSTS     DUTY STATUS
TEDLEV      EDUCATIONAL LEVEL      TFEGLI      FED GROUP LIFE INS
TFEHB       HEALTH INSURANCE      TFUNCLS     FUNCTION CODE
THNDICP     HANDICAP DESC.

ENTER THE TABLE ID OF THE TABLE YOU WISH TO PROCESS ==> _____

-----
PF1= HELP      PF3= PREV SCREEN  PF5= MAIN MENU  PF12= END

```

Personnel Core Tables Menu (PERCORE)

DESCRIPTION AND EXECUTION

The Personnel Core Tables Menu (PERCORE) is used to select a personnel core table to be viewed or updated. The listing of tables is displayed on multiple screens. You may move forward through the table list by pressing **ENTER**. When you locate the ID and description of the table you want to view or modify, type the ID in the blank provided at the bottom right corner of the screen and press **ENTER** one more time.

When you select a table, the first entry is displayed on the screen appropriate for the table selected. You now have six functions available for your use when viewing or modifying this table: add a new entry to the table (A=Add), view multiple table entries on a single screen (B=Browse), change an existing table entry (C=Change), delete an existing table entry (D=Delete), view the next table entry (N=Next), and retrieve information regarding an existing table entry (R=Retrieve).

Steps to Reach Personnel Core Tables Menu

1. At the Main Menu, select **1** - Personnel.
2. At the Personnel Main Menu, select **5** - Tables Maintenance.
3. At the Personnel Tables Menu, select **1** - Core Tables Maintenance.

4.1.5.2 Local Tables Maintenance Menu

```

* NO MORE TABLE IDS TO DISPLAY (TO REPEAT THE LIST, HIT ENTER)

COMMAND: _____ NPPS
NEO5020      PERSONNEL LOCAL TABLES MENU - PERLOCAL

TABLE      TABLE      TABLE      TABLE
ID          DESCRIPTION  ID          DESCRIPTION
-----
TADMINLV   ADMIN. LEVEL   TAWDBDGT   AWARD BUDGET CODE
TCMPAREA   COMPETITIVE AREA      TEMPIND    EMPLOYEE INDICATOR
TFACILTY   FACILITY CODE          TFINSTM    FINANCIAL STATEMENT
TFOLLOW    FOLLOW UP CODE          TORG        ORGANIZATION TABLE
TPOSCRIT   POSITION CRITERIA      TPOSTYPL   POSITION TYPE LOC
TPRJLINE   PROJECT LINE ITEM      TREQFLD    REQUIRED FIELD TBL
TRTDGRP    RANDOM TEST GROUP      TSF50BLK   SF50 BLOCK
TSIGNAT    SF50 SIGNATURE         TTITLE     TITLES TABLE
TRNDEV     TRAINING/DEV PGM

ENTER THE TABLE ID OF THE TABLE YOU WISH TO PROCESS ==> _____

-----
PF1= HELP      PF3= PREV SCREEN  PF5= MAIN MENU  PF12= END

```

Personnel Local Tables Menu (PERLOCAL)

DESCRIPTION AND EXECUTION

The Personnel Local Tables Menu (PERLOCAL) is used to select a personnel local table to be viewed or updated. The listing of tables is displayed on multiple screens. You may move forward through the table list by pressing **ENTER**. When you locate the ID and description of the table you want to view or modify, type the ID in the blank provided at the bottom right corner of the screen and press **ENTER** one more time.

When you select a table, the first entry is displayed on the screen appropriate for the table selected. You now have six functions available for your use when viewing or modifying this table: add a new entry to the table (A=Add), view multiple table entries on a single screen (B=Browse), change an existing table entry (C=Change), delete an existing table entry (D=Delete), view the next table entry (N=Next), and retrieve information regarding an existing table entry (R=Retrieve).

Steps to Reach Personnel Local Tables Menu

1. At the Main Menu, select **1** - Personnel.
2. At the Personnel Main Menu, select **5** - Tables Maintenance.
3. At the Personnel Tables Menu, select **2** - Local Tables Maintenance.

USER INPUT

There are two types of personnel tables: Core tables and Local tables. The Core tables are developed and maintained centrally. The Local tables are populated and maintained locally by each installation. The following is a list of all the local tables.

ID	NAME	DESCRIPTION
TADMINLV	Administrative Level	NPPS uses this table to validate the Administrative Level field.
TAWDBDGT	Award Budget Code	NPPS uses this table to validate the Award Budget Code field.
TCMPAREA	Competitive Area	NPPS uses this table to generate a Competitive Area from the Duty Station to be used by the Retention Register (Core Report 252).
TEMPIND	Employee Indicator	NPPS uses this table to validate the Employee Indicator field.
TFACILTY	Facility Code	NPPS uses this table to validate the Facility Code and to generate the Facility data needed for NPPS Core Reports.
TFINSTM	Financial Statement Code	NPPS uses this table to validate the Financial Statement Code field.
TFOLLOW	Follow Up Code	NPPS uses this table to validate the Follow Up Code field and then provide its corresponding description.
TORG	Organization Code	NPPS uses this table to validate the Organization Assigned and Organization Located fields, as well as to retrieve the titles for these codes.
TPOSCRIT	Position Criticality	NPPS uses this table to validate the Position Criticality field.
TPOSTYPL	Position Type Local	NPPS uses this table to validate the Position Type Local field.
TPRJLINE	Project Line Item	NPPS uses this table to validate the Project Line Item field.
TREQFLD	Required Field	NPPS uses this table to allow optional fields on personnel action screens to be changed to required fields.

ID	NAME	DESCRIPTION
TRTDGRP	RTDGRP	NPPS uses this table to validate the Random Testing Designator Group (RTDGRP) field.
TSF50BLK	SF 50 Block Number	NPPS uses this table to allow for data fields or literals to be defined for default printing in blocks 41, 42, 43, or 44 of the SF 50.
TSIGNAT	SF 50 Signature	NPPS uses this table to validate the local values for SF 50 Signature Code, as well as to look up the name and title of the person required to sign the SF 50.
TTITLE	Title Table	NPPS uses this table to generate Title: NASA, Title: OPM, and Title: Local.
TTRNDEV	Training/Dev Program	NPPS uses this table to validate the Training/Dev Program field.

DESCRIPTION OF DATA PROCESSING RESULTS AND OUTPUT

Following is a four-screen example of the table maintenance process. Select **TFOLLOW** from the Personnel Local Tables.

* NO MORE TABLE IDS TO DISPLAY (TO REPEAT THE LIST, HIT ENTER)

COMMAND: _____ NPPS

NEO5020 PERSONNEL LOCAL TABLES MENU - PERLOCAL

TABLE ID	TABLE DESCRIPTION	TABLE ID	TABLE DESCRIPTION
TADMINLV	ADMIN. LEVEL	TAWDBDGT	AWARD BUDGET CODE
TCMPAREA	COMPETITIVE AREA	TEMPIND	EMPLOYEE INDICATOR
TFACILTY	FACILITY CODE	TFOLLOW	FOLLOW UP CODE
TORG	ORGANIZATION TABLE	TPOSCRIT	POSITION CRITERIA
TPOSTYPL	POSITION TYPE LOC	TPRJLINE	PROJECT LINE ITEM
TREQFLD	REQUIRED FIELD TBL	TRTDGRP	RANDOM TEST GROUP
TSF50BLK	SF50 BLOCK	TSIGNAT	SF50 SIGNATURE
TTITLE	TITLES TABLE	TTRNDEV	TRAINING/DEV PGM

ENTER THE TABLE ID OF THE TABLE YOU WISH TO PROCESS ==> TFOLLOW_

PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END

Selection of TFOLLOW on the Personnel Tables Menu

The next screen shows the first entry for this table.

COMMAND: _____ NPPS

NEO5120 FOLLOW UP CODE - TFOLLOW

FUNCTION: B FOLLOW UP CODE: AA

REMARKS: MATERNITY LEAVE END_____

FUNCTIONS: A= ADD B= BROWSE C= CHANGE D= DELETE N= NEXT R= RETRIEVE

PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END

Follow Up Code

The third screen shows the use of the browse function to display a list of multiple table entries. Notice that the table entry "Excused Leave End" has been marked with an "X" to indicate that the record is to be changed.

```

* TO CHANGE A RECORD, PLACE AN 'X' ON THAT LINE AND HIT ENTER

COMMAND: _____ NPPS
NEO5198          FOLLOW UP CODE TABLE BROWSE
-----

      BEGINNING FOLLOW UP CODE DD00000001

SEL  FOLLOW UP CODE      REMARKS
-   AA          MATERNITY LEAVE END
-   BB          MILITARY LEAVE END
X   CC          EXCUSED LEAVE END
-   DD          LEAVE END
-

-----

PF1=  HELP          PF3=  PREV SCREEN    PF5=  MAIN MENU      PF7=  BACKWARD
PF8=  FORWARD       PF12= END

```

Browse Follow Up Code

The final screen displays the "Excused Leave End" entry for the Follow-Up Code Table.

```

COMMAND: _____ NPPS
NEO5120          FOLLOW UP CODE - TFOLLOW
-----

FUNCTION: B          FOLLOW UP CODE: CC

REMARKS:  EXCUSED LEAVE END_____
          _____

-----

FUNCTIONS:  A= ADD  B= BROWSE  C= CHANGE  D= DELETE  N= NEXT  R= RETRIEVE
PF1=  HELP          PF3=  PREV SCREEN  PF5=  MAIN MENU      PF12= END

```

Excused Leave End

INTERRELATIONSHIPS

NPPS requires you to enter a default hierarchical structure for the organizations at your installation. You enter this default structure in a field called "Org Hierarchical Structure" on the Personnel Processing Control template. After you establish a structure, NPPS uses this structure to look up organization names for printing SF 50s.

For example, if the employee's Organization Assigned Code is FD321 and the default value for the hierarchical structured organization is A111, NPPS will generate the following Organization Assigned Codes by substituting the employee's Organization Assigned Code into the default structure. The accompanying Organization Titles will be printed on the SF 50.

Given:

Default Value for Hierarchical Structured Org	A111
Employee's Organization Assigned Code	FD321

NPPS generates:

Mission Support Directorate	FA111
Data Processing Systems Division	FD111
Communications Branch	FD311
Network Section	FD321

If you want to change the organization name by overriding the default structure, you may do so in any or all four levels for the user-specified Organization Assigned Code. You enter the override through the TORG table.

```

COMMAND: _____ NPPS
NEO5131 ORGANIZATION TABLE - TORG
-----

FUNCTION: C ORGANIZATION CODE: AH000

DESCRIPTION: NPPS ORG TABLE 4_____

SF50 NON-STRUCTURED INDICATOR: X ORG(S) TO PRINT ON SF50: AA111
                                         AH111
                                         AH711

-----
FUNCTIONS: A= ADD B= BROWSE C= CHANGE D= DELETE N= NEXT R= RETRIEVE
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END

```

Organization Table (TORG)

In the example displayed in the Organization Table (TORG) screen, NPPS will override default value of A111 when it looks up the employee's Organization Assigned Code, AH000, and discovers that you have specified the organizations which should print on the SF 50 in the TORG table under Organization Code AH000. NPPS will then override organizations displayed above (AA111, AH111, and AH711) to the designated Organization Titles which should be printed on the SF 50. The following titles would be printed on the SF 50 based on the non-structured organization displayed in the above figure.

Given:

Employee's Organization Assigned Code	AH000
---------------------------------------	-------

NPPS generates:

NPPS Directorate	AA111
Personnel Systems Division	AH111
SF 50 Branch	AH711
Organization Title Section	AH000

CHANGING FIELD ATTRIBUTES IN PERACT USING TREQFLD

To change a field's attribute from optional to required (or vice versa), first retrieve the appropriate personnel action screen by NOAC.

COMMAND: _____ NPPS
NEO5182 INSTALLATION REQUIRED FIELDS TABLE - TREQFLD

FUNCTION: R

NOAC: 001__

SCREEN: A

_ BIRTH DATE

NAME (LAST, FIRST)

NOAC NTE

_ NOAC2

_ NOAC2 NTE

_ AUTH1

_ AUTH2

_ OPM TTL

_ TITLE CODE

_ NASA TTL

_ PDN

_ NCC

_ SUPIND

_ PAY PLAN

_ OCC CODE

_ GRADE

_ STEP

_ PAYBASIS

R= REQUIRED

BLANK= OPTIONAL

FUNCTIONS: C= CHANGE

N= NEXT

R= RETRIEVE

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF12= END

Retrieve Screen By NOAC

Using the Change (C) function, enter an R next to the desired field to change the field's attribute to required. Enter a "blank" to change the attribute to optional. You will only be able to enter a value beside fields that are defined as optional input for the NOAC specified.

COMMAND: _____ NPPS
NEO5182 INSTALLATION REQUIRED FIELDS TABLE - TREQFLD

FUNCTION: C

NOAC: 001__

SCREEN: A

_ BIRTH DATE

NAME (LAST, FIRST)

NOAC NTE

_ NOAC2

_ NOAC2 NTE

_ AUTH1

R AUTH2

_ OPM TTL

_ TITLE CODE

_ NASA TTL

_ PDN

_ NCC

_ SUPIND

_ PAY PLAN

_ OCC CODE

_ GRADE

_ STEP

_ PAYBASIS

R= REQUIRED

BLANK= OPTIONAL

FUNCTIONS: C= CHANGE

N= NEXT

R= RETRIEVE

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF12= END

Change Function

Press **ENTER** to update the table.

* 82XXXX001 A CHANGED IN TREQFLD TABLE

COMMAND: _____ NPPS

NEO5182 INSTALLATION REQUIRED FIELDS TABLE - TREQFLD

FUNCTION: R NOAC: 001____ SCREEN: A

_ BIRTH DATE NAME (LAST, FIRST) NOAC NTE

_ NOAC2 _ NOAC2 NTE _ AUTH1

R AUTH2 _ OPM TTL _ TITLE CODE

_ NASA TTL _ PDN _ NCC

_ SUPIND _ PAY PLAN _ OCC CODE

_ GRADE _ STEP _ PAYBASIS

R= REQUIRED BLANK= OPTIONAL

FUNCTIONS: C= CHANGE N= NEXT R= RETRIEVE

PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END

Installation Required Fields Table

The AUTH2 field will now be required input for all NOAC 001 personnel actions.

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4.1.5.3 ACI Menu

```
COMMAND: _____ NPPS
NEM8000          ACI MENU - ACIMENU
-----

ENTER ONE OF THE FOLLOWING SELECTIONS: _

      1 - ACI
      2 - GM ACI

-----
PF1=  HELP          PF5=  MAIN MENU        PF12=  END
```

ACI Menu (ACIMENU)

DESCRIPTION AND EXECUTION

The ACI Menu (ACIMENU) is used to select one of two options, as illustrated in Figure 4.1.7-1.

1. ACI: Apply an ACI to the suspense file.
2. GM ACI: Apply an ACI to the suspense file for GM employees.

Steps to Reach the ACI Menu

1. At the Main Menu, select **1** - Personnel.
2. At the Personnel Main Menu, select **6** - ACI.

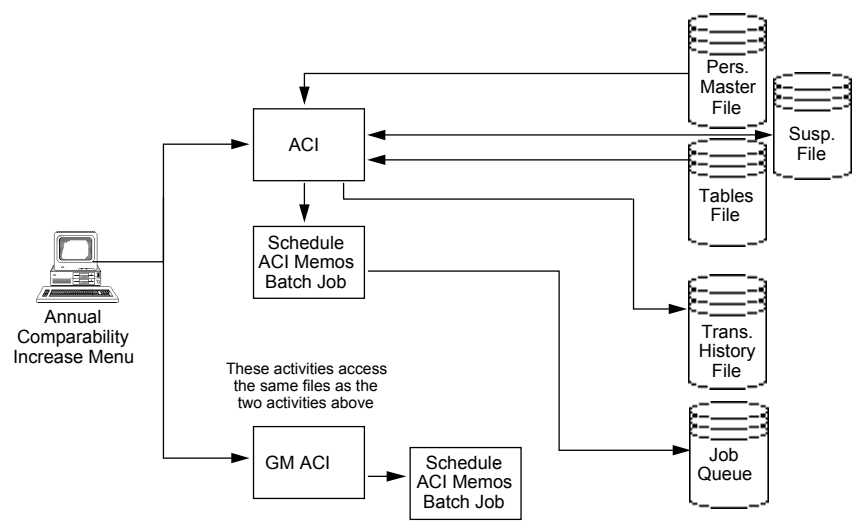


Figure 4.1.6 - 1 ACI

4.1.5.4 ACI

COMMAND: _____NPPS
NEM8001ANNUAL COMPARABILITY INCREASE - ACI (894)

AUTH1: _____EFDATE: 4_ 20 92
AUTH2: _____

PAYTBLGRADEPAYTBLGRADE

PRINT MEMO IN LIEU OF SF50: _PERFORM UPDATES IN BATCH: _ (Y/N)

PF1= HELPPF5= MAIN MENU PF12= END

Annual Comparability Increase (ACI)

DESCRIPTION AND EXECUTION

The Annual Comparability Increase (ACI) template is used to apply an ACI to the suspense file for a regular employee (i.e., all employees who are not on Retained Grade, Retained Pay, or Re-employed Annuitant). You identify all new base salary amounts for all Pay Table, Grade, and Step combinations. No unmatured actions that modify salary may be suspended before the execution of ACI due to salary tables not being updated at the time the actions are created.

Steps to Reach ACI Template

- 1. At the Main Menu, select 1 - Personnel.
- 2. At the Personnel Main Menu, select 6 - ACI.
- 3. At the ACI Menu, select 1 - ACI.

USER INPUT

The following procedure is recommended for the processing of ACI.

1. Verify that no actions causing EMPL-ADJSTD-BASIC-PAY to be recomputed (i.e., 702, 893, 895) are on the suspense file.
2. Verify that the applicable tables (i.e., Salary (TSALSTEP) and Authority Code (TAUTH)) were loaded as part of the Leave Year-End release.
3. Enter the Authorizations, Effective Date, Pay Tables Codes, and Grades.
4. (Optional) Enter **Y** in the Print Memo In Lieu of SF 50 field in order to select memos instead of SF 50s. As a result of this selection, a batch job will automatically be scheduled and placed in a Hold status to print memos.
5. Run ACI online by pressing **ENTER** after you have typed in the required information.
6. Run ACI in batch by entering **Y** in Perform Updates in Batch field.
7. Mature ACI via the online or batch mature capability.
8. SF 50s can be printed before or after the mature using the SF 50 Print Selection (SEL50) capability for those actions which did not have a memo printed.

DESCRIPTION OF DATA PROCESSING AND OUTPUT

The ACI procedure can only be used for employees with the Pay Rate Determinant 0, 5, 6, 7, and M. These employees must also have an assigned pay table (not blank). Finally, the Duty Status of employees to receive ACI must not be "Z" or blank. Other types of employees are done individually online, i.e., Retained Grade, Retained Pay, or Re-employed Annuitant (Annuitant Indicator which is 1, 4, 5, A, C, or E).

ACI actions are not edited until the mature process is executed. Actions which are in error will not mature. When this happens, NPPS provides messages on the Transaction Summary screen or on the Mature Transaction and Error Report (Core Report 358), which state specific actions that are in error and consequently were not matured.

ACI actions which do not mature because of errors remain on the suspense file. In order to correct the actions, a change function must be performed from the PERACT menu to correct the data before the mature is attempted again.

INTERRELATIONSHIPS

You may wish to check your Personnel Master file for erroneous data using SUPER NATURAL to ensure employees are on correct pay table and pay rate determinant before you run ACI.

4.1.5.5 GM ACI

```

COMMAND: _____ NPPS
NEM8100          GM ANNUAL COMPARABILITY INCREASE - GMACI (894)
-----

          EFDATE:  _ _ _ _          PAYTBL:  _ _

          AUTH1:  _ _ _ _ _ _ _ _ _ _
          AUTH2:  _ _ _ _ _ _ _ _ _ _

          GRADE          OLD BASIC MIN          OLD BASIC MAX
          _ _ _ _ _ _ _ _ _ _
          _ _ _ _ _ _ _ _ _ _
          _ _ _ _ _ _ _ _ _ _

          PRINT MEMO IN LIEU OF SF50:  _          PERFORM UPDATES IN BATCH:  _ (Y/N)
-----

PF1=  HELP                      PF5=  MAIN MENU                      PF12=  END

```

GM Annual Comparability Increase (GMACI)

DESCRIPTION AND EXECUTION

The GM Annual Comparability Increase (GMACI) template is used to apply an ACI to the suspense file for a GM employee. No unmatured actions that modify salary may be suspended before the execution of GM ACI due to salary tables not being updated at the time the actions are created.

Steps to Reach GM ACI

1. At the Main Menu, select **1** - Personnel.
2. At the Personnel Main Menu, select **6** - ACI.
3. At the ACI Menu, select **2** - GM ACI.

USER INPUT

The following procedure is recommended for the processing of GM ACI.

1. Verify that no actions causing EMPL-ADJSTD-BASIC-PAY to be recomputed (i.e., 702, 891, 893, 895) are on the suspense file.
2. Verify that the applicable tables (i.e., Salary (TSALSTEP) and Authority Code (TAUTH)) were loaded as part of the Leave Year-End Process.
3. Enter the Authorizations, Effective Date, Pay Tables Codes, and Grades, Old Basic Minimum and Old Basic Maximum values for appropriate pay tables and grades.
4. (Optional) Enter **Y** in the Print Memo In Lieu of SF 50 field in order to select memos instead of SF 50s. As a result of this selection, a batch job will automatically be scheduled and placed in a Hold status to print memos.

5. Run GM ACI online by pressing **ENTER** after you have typed in the required information.
6. Run GM ACI in batch by entering **Y** in Perform Updates in Batch field.
7. Mature GM ACI via the online or batch mature capability.
8. SF 50s can be printed before or after the mature using the SF 50 Print Selection (SEL50) capability for those actions which did not have a memo printed.

DESCRIPTION OF DATA PROCESSING AND OUTPUT

The GM ACI procedure can only be used for employees with the Pay Rate Determinant 0, 5, 6, 7, and M. These employees must also have an assigned pay table (not blank). Finally, the Duty Status of employees to receive GM ACI must not be "Z" or blank. Other types of employees are done individually online; i.e., Retained Grade, Retained Pay, or Re-employed Annuitant (Annuitant Indicator which is 1, 4, 5, A, C, or E).

GM ACI actions are not edited until the mature process is executed. Actions which are in error will not mature. When this happens, NPPS provides messages on the Transaction Summary screen or on the Mature Transaction Error Report (Core Report 358), which state specific actions that are in error and consequently were not matured.

GM ACI actions which do not mature because of errors remain on the suspense file. In order to correct the actions, a change function must be performed from the PERACT menu to correct the data before the mature is attempted again.

4.1.6 Mass Actions Menu

```

COMMAND: _____ NPPS
NEO9000          MASS ACTIONS MENU - MASACT
-----

ENTER ONE OF THE FOLLOWING SELECTIONS: ____

1 - MASS TRANSFER          10 - CHANGE ORGANIZATION NAME
2 - FURLOUGH NOT-TO-EXCEED 11 - CHANGE IN NASA CLASS CODE
3 - FURLOUGH               12 - CHANGE IN FEHB
4 - MILITARY FURLOUGH      13 - TSP CHANGE
5 - EXTENSION OF FURLOUGH  14 - LOCALITY PAYMENT
6 - REALIGNMENT            15 - CHANGE IN APPROPRIATION
7 - MASS AWARD             16 - MASS MISCELLANEOUS
8 - CHG IN DUTY STATION    17 - MASS RETURN TO DUTY
9 - PERFORMANCE RATING

-----
PF1=  HELP                PF5=  MAIN                PF12=  END

```

Mass Actions Menu (MASACT)

DESCRIPTION AND EXECUTION

The Mass Actions Menu (MASACT) is used to generate suspended personnel transactions for a group of employees you define for Mass Transfers (NOAC 352), Furloughs (NOACs 471, 472, 473, and 772), Realignment (NOAC 790), Awards, Performance Rating (NOAC 990), NCC (NOAC 920), Change in Organization Name (NOAC 925), Change in FEHB (NOAC 942), TSP Change (NOAC 943), Change in Duty Station (NOAC 792), Change in Locality Payment (NOAC 895), Change in Appropriation (NOAC 954), and Mass Miscellaneous (NOAC 991), and Return to Duty (NOAC 292) as illustrated in Figure 4.1.8-1.

Steps to Reach Mass Actions Menu

1. At the Main Menu, select **1** - Personnel.
2. At the Personnel Main Menu, select **7** - Mass Actions.

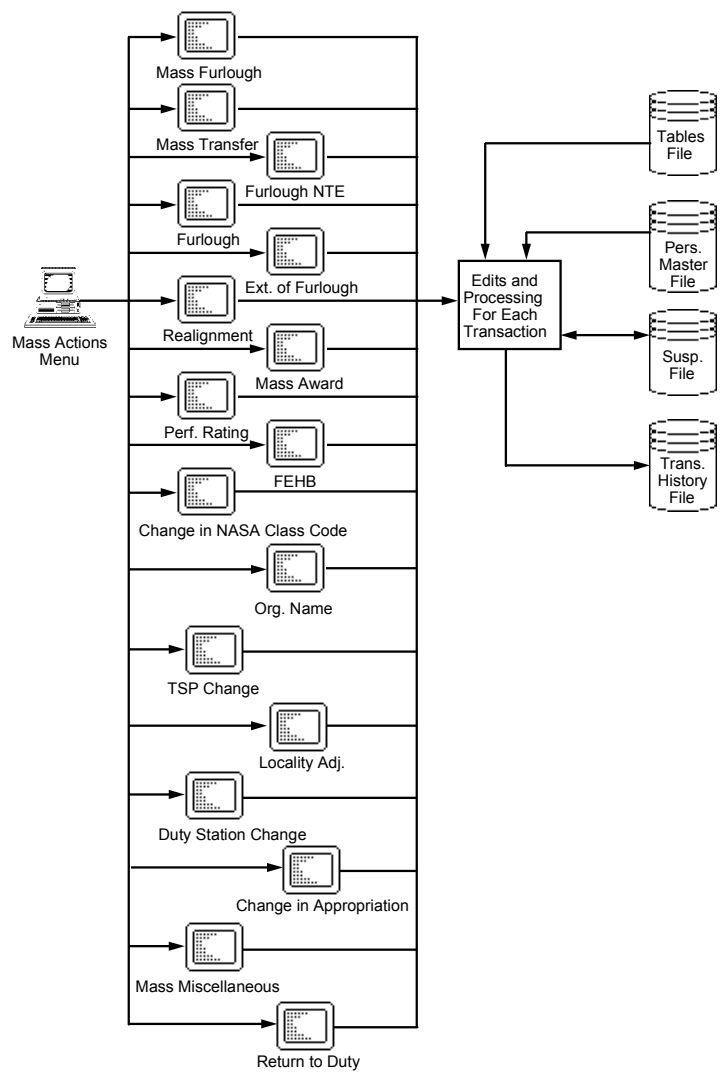


Figure 4.1.71 Mass Actions

DESCRIPTION OF DATA PROCESSING AND OUTPUT

Mass actions are not edited until the Mature process is executed. Actions which are in error will not mature. When this happens, NPPS provides messages on the Transaction Summary screen which state specific actions are in error and consequently were not matured.

Mass actions which do not mature because of errors remain on the suspense file. In order to correct the actions, remove them from the suspense file using the Mass Deletion of Suspended Actions capability. This capability is option number 4 on the Personnel Actions Main Menu (PERMAIN). Then correct the errors and re-enter the affected actions.

The alternative to deleting the actions which are in error is retrieving each action individually and correcting it online.

Whenever a mass action is added to the suspense file with an effective date earlier than pre-existing suspended SF 50 actions for an employee, the pre-existing SF 50 actions will be set to error status. The identification of the pre-existing SF 50 actions will be displayed after the mass transaction is processed.

4.1.6.1 *Mass Transfer*

COMMAND: _____		NPPS	
NEM9010		MASS TRANSFER - MTRANSFR (NOAC 352)	

EFDATE: __ __ __	DEPART DEST: _	DEPART REASON: _	TRANS TO: _____
AUTH1: _____	AUTH2: _____		

SF 50 REMARKS: _____		SF 50 SIGNATURE: 1	
_____ _____ _____ _____			
SSNS: _____			
_____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____

PF1= HELP		PF5= MAIN MENU	
		PF12= END	

Mass Transfer (MTRANSFR)

DESCRIPTION AND EXECUTION

The Mass Transfer (MTRANSFR) template is used to generate a suspended Transfer (NOAC 352) for each employee you specify.

Steps to Reach Mass Transfer

1. At the Main Menu, select **1** - Personnel.
2. At the Personnel Main Menu, select **7** - Mass Actions.
3. At the Mass Actions Menu, select **1** - Mass Transfer.

DESCRIPTION OF DATA PROCESSING RESULTS AND OUTPUT

NPPS sets the Separation Date of each employee to the Effective Date of the action and the Duty Status of each employee to a terminated status (Duty Status = "Z"). NPPS also identifies the source of each generated transaction as being from the Mass Transfer process.

4.1.6.2

Mass Furlough Not-to-Exceed (MFURNTE)

DESCRIPTION AND EXECUTION

The Mass Furlough NTE (MFURNTE) template is used to generate a suspended Furlough NTE (NOAC 472) action and to change the Furlough NTE date for each employee selected based on user input (i.e., all employees whose Duty Status is equal to D, F, X, or Y and Work Schedule code is equal to P, F, S, or T and whose Organization: Assigned matches or is within the range of the organizations "From and To" or SSNs specified). If no organizations or SSNs are specified, all employees who meet the criteria above will be selected. The Duty Status will be set equal to the Duty Status found in the employee's record if no Duty Status is input.

Steps to Reach Mass Furlough Not-to-Exceed

1. At the Main Menu, select **1** - Personnel.
2. At the Personnel Main Menu, select **7** - Mass Actions.
3. At the Mass Actions Menu, select **2** - Furlough Not-to-Exceed.

DESCRIPTION OF DATA PROCESSING RESULTS AND OUTPUT

NPPS sets the source code to "F" for each generated transaction as being from the Furlough NTE (NOAC 472) action process. The Furlough NTE capability (472) generates a Memo in Lieu of an SF 50 if specified or an SF 50 (default). The Personnel in Lieu of SF 50 batch job will be scheduled if the Print Memo flag is set to "Y" at the time the actions are created.

Furlough

```

COMMAND: _____ NPPS
NEO9030          MASS FURLOUGH - MFURLO (NOAC 471)
-----
EFDATE:  _  _  _
AUTH1:  _____ AUTH2:  _____
_____
PRINT MEMO:  _ (N,Y)
REMARKS:                SF 50 SIGNATURE: 1
_____
ORGANIZATION: ASSIGNED (RANGE) FROM: _____ TO: _____
SSNS:
____ _
____ _
____ _
____ _
____ _
____ _
____ _
____ _
PF1= HELP              PF5= MAIN MENU              PF12= END
```

Mass Furlough (MFURLO)

DESCRIPTION AND EXECUTION

The Mass Furlough (MFURLO) template is used to generate a suspended Furlough (NOAC 471) for each employee selected based on user input (i.e., all employees whose Duty Status equals D, X, or Y and whose work schedule equals F, P, S, or T and whose Organization: Assigned matches or is within the range of the organizations "From and To" or SSNs specified). If no organizations or SSNs are specified, all employees who meet the criteria above will be selected.

Steps to Reach Mass Furlough

1. At the Main Menu, select **1** - Personnel.
2. At the Personnel Main Menu, select **7** - Mass Actions.
3. At the Mass Actions Menu, select **3** - Furlough.

DESCRIPTION OF DATA PROCESSING RESULTS AND OUTPUT

NPPS sets the source code to "F" for each generated transaction as being from the Furlough mass action process. The Mass Furlough capability (NOAC 471) generates a Memo in Lieu of a SF 50 if specified or a SF 50 (default). The Personnel in Lieu of SF 50 batch job will be scheduled if the Print Memo flag is set to "Y" at the time the actions are created.

4.1.6.4 Military Furlough

```

COMMAND: _____ NPPS
NEO9040      MASS FURLOUGH MIL - MFURLMIL (NOAC 473)
-----

EFDATE: _ _ _          DTYSTS: _
AUTH1:   _             AUTH2:   _
_____  
_____

SF 50 REMARKS:           SF 50 SIGNATURE: 1
M72  
_____  
_____  
_____  
_____  
_____

SSNS:
____ _  
____ _  
____ _  
____ _  
____ _
```

Mass Military Furlough (MFURLMIL)

DESCRIPTION AND EXECUTION

The Mass Military Furlough (MFURLMIL) template is used to change the effective date of duty status for up to 30 SSNs at one time and generate a suspended Furlough Military (NOAC 473) for each employee you specify.

Steps to Reach Mass Military Furlough

1. At the Main Menu, select **1** - Personnel.
2. At the Personnel Main Menu, select **7** - Mass Actions.
3. At the Mass Actions Menu, select **4** - Military Furlough.

DESCRIPTION OF DATA PROCESSING RESULTS AND OUTPUT

NPPS sets the source of each generated transaction as being from the Military Furlough mass action process.

Extension of Furlough

```

COMMAND: _____ NPPS
NEO9050          MASS EXT FURLOUGH NTE - FEFURNTE (NOAC 772)
-----
EFDATE:  __ __ __   DTYSTS:  __   FURLOUGH NTE:  __ __ __
AUTH1:  _____   AUTH2:  _____
                               _____
                               _____
PRINT MEMO:  _ (N,Y)
REMARKS:          SF 50 SIGNATURE: 1
_____
_____
ORGANIZATION: ASSIGNED (RANGE) FROM: _____ TO: _____
SSNS:
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
PF1=  HELP          PF5=  MAIN MENU          PF12=  END

```

Mass Extension of Furlough NTE (MEFURNTE)

DESCRIPTION AND EXECUTION

The Mass Extension of Furlough NTE (MEFURNTE) template is used to generate a suspended Extension of Furlough NTE (NOAC 772) action and to change the Furlough NTE date for each employee selected based on user input (i.e., all employees whose Duty Status equal to D, F, X, or Y and Work Schedule Code is equal to P, F, S, or T and whose Organization: Assigned matches or is within the range of the organizations "From and To" or SSNs specified). If no organizations or SSNs are specified, all employees who meet the criteria above will be selected. The Duty Status will be set equal to the Duty Status found in the employee's record if no Duty Status is input.

Steps to Reach Mass Extension of Furlough

1. At the Main Menu, select **1** - Personnel.
2. At the Personnel Main Menu, select **7** - Mass Actions.
3. At the Mass Actions Menu, select **5** - Extension of Furlough.

DESCRIPTION OF DATA PROCESSING RESULTS AND OUTPUT

NPPS sets the source code to "F" for each generated transaction as being from the Extension of Furlough (NOAC 772) action process. The Extension of Furlough capability (772) generates a Memo in Lieu of an SF 50 if specified or an SF 50 (default). The Personnel in Lieu of SF 50 batch job will be scheduled if the Print Memo flag is set to "Y" at the time the actions are created.

4.1.6.6 Realignment

```

COMMAND: _____ NPPS
NEO9060          MASS REALIGNMENT - MREALIGN (NOAC 790)
-----
EFDATE:  _ _ _   ORGANIZATION FROM: _____ ORGANIZATION TO:  _ _____
DUTY STATION: _____ ORG LOCATED FROM: _____ ORG LOCATED TO:  _ _____
                                AGENCY CODE: _____ FACILITY:  _
AUTH1:  _____ AUTH2:  _____
_____
_____
SF 50 REMARKS:          SF 50 SIGNATURE:  1          PRINT MEMO:  _ (N,Y)
_____
_____
SSNS:
_____
_____
_____
_____
_____
_____
PF1=  HELP          PF5=  MAIN MENU          PF12=  END

```

Mass Realignment (MREALIGN)

DESCRIPTION AND EXECUTION

The Mass Realignment (MREALIGN) template is used to generate a suspended Realignment (NOAC 790) for each employee you specify who meets the selection criteria (i.e., the employee must currently be assigned to the Organization Assigned that you specify and located in the Organization Located that you specify). If no SSNs are specified, all employees whose Facility Code matches the Facility Code entered, whose Organization: Assigned matches Assigned From, and whose Organization: Located matches Located From will have an action generated. If Facility Code is left blank, all employees who match the user specified criteria will have an action generated. Optionally, the user may enter a period in the Org Located To field to blank out the Organization: Located for employees who match the user specified criteria.

Steps to Reach Mass Realignment

1. At the Main Menu, select **1** - Personnel.
2. At the Personnel Main Menu, select **7** - Mass Actions.
3. At the Mass Actions Menu, select **6** - Realignment.

DESCRIPTION OF DATA PROCESSING RESULTS AND OUTPUT

NPPS sets the source of each generated transaction as being from the Realignment mass process. The Mass Realignment capability (790) generates a Memo in Lieu of an SF 50 if specified or an SF 50 (default). The Personnel in Lieu of SF 50 batch job will be scheduled if the Print Memo flag is set to "Y" at the time the actions are created.

4.1.6.7 Mass Award

COMMAND: _____		NPPS	
NEO9070		MASS AWARD - MAWARD	

NOAC: _____	EFDATE: __ __ __		
AWDYR: __	AWDTYP: _	AWDCHK: _	
GROUP TEXT: _____			
AUTH1: _____	AUTH2: _____		

SF 50 REMARKS: _____		SF 50 SIGNATURE: _	AWARD BUDGET: _____

SSN	AWDAMT	SSN	AWDAMT
SSN	AWDAMT	SSN	AWDAMT
SSN	AWDAMT	SSN	AWDAMT
SSN	AWDAMT	SSN	AWDAMT
SSN	AWDAMT	SSN	AWDAMT
SSN	AWDAMT	SSN	AWDAMT

PF1= HELP		PF5= MAIN	PF12= END

Mass Award (MAWARD)

DESCRIPTION AND EXECUTION

The Mass Award (MAWARD) template is used to generate a suspended award action for each employee you specify who also meets the selection criteria.

Steps to Reach Mass Award

- 1. At the Main Menu, select 1 - Personnel.
- 2. At the Personnel Main Menu, select 7 - Mass Actions.
- 3. At the Mass Actions Menu, select 7 - Mass Award.

DESCRIPTION OF DATA PROCESSING RESULTS AND OUTPUT

NPPS checks that the NOAC entered is an award action and identifies the source of each generated transaction as being from the Award mass process. Time Off awards cannot be processed through mass actions. On the Spot awards may be processed through mass actions, but the gross amount must be entered.

Change in Duty Station

```

COMMAND: _____ NPPS
NEO9140          MASS CHANGE IN DUTY STATION - MDTYSTN (NOAC 792)
-----
EFDATE:  _ _ _   DUTY STATION FROM: _____ ORG ASSIGNED:  _____
              DUTY STATION TO:  _____
AUTH1:  _____ AUTH2:  _____
_____
_____
SF 50 REMARKS:          SF 50 SIGNATURE:  _          PRINT MEMO:  _ (N,Y)
_____
_____
_____
SSNS:
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
PF1=  HELP          PF5=  MAIN MENU          PF12= END

```

Mass Change in Duty Station (MDTYSTN)

DESCRIPTION AND EXECUTION

The Mass Change in Duty Station (MDTYSTN) template is used to generate a suspended Change in Duty Station (NOAC 792) for each employee you specify. If no SSNs are specified, all employees whose Duty Station From or Organization: Assigned (select by any level of organization) matches the user specified criteria will have an action generated. If no Organization or Duty Station or SSNs are specified, all employees will be selected.

Steps to Reach Mass Change in Duty Station

1. At the Main Menu, select **1** - Personnel.
2. At the Personnel Main Menu, select **7** - Mass Actions.
3. At the Mass Actions Menu, select **8** - Change in Duty Station.

DESCRIPTION OF DATA PROCESSING RESULTS AND OUTPUT

NPPS sets the source of each generated transaction as being from the Change in Duty Station mass action process.

4.1.6.9 Performance Rating

COMMAND: _____ NPPS
NEO9090 MASS PERFORMANCE RATING - MPEFRAT (NOAC 990)

EFDATE: ____ YEAR: ____ PATTERN: ____

SSN	CURR RATING	SSN	CURR RATING	SSN	CURR RATING
-----	-----	-----	-----	-----	-----
____	-	____	-	____	-
____	-	____	-	____	-
____	-	____	-	____	-
____	-	____	-	____	-
____	-	____	-	____	-
____	-	____	-	____	-
____	-	____	-	____	-
____	-	____	-	____	-
____	-	____	-	____	-
____	-	____	-	____	-

PF1= HELP PF5= MAIN MENU PF12= END

Mass Performance Rating (MPEFRAT)

DESCRIPTION AND EXECUTION

The Mass Performance Rating (MPEFRAT) template is used to generate a suspended Performance Rating (NOAC 990) for each employee you specify who also meets the selection criteria. You may also input the performance rating and year received. NPPS automatically maintains performance rating and year received for three prior periods.

Steps to Reach Mass Performance Rating

- 1. At the Main Menu, select **1** - Personnel.
- 2. At the Personnel Main Menu, select **7** - Mass Actions.
- 3. At the Mass Actions Menu, select **9** - Performance Rating.

DESCRIPTION OF DATA PROCESSING RESULTS AND OUTPUT

NPPS identifies the source of each generated transaction as being from the Performance Rating mass process.

4.1.6.10 Change Organization Name

COMMAND: _____ NPPS

NEO9100 _____ MASS CHG IN ORGA NAME - MORGNAME (NOAC 925)

EFDATE: __ __ __ ORG ASSIGNED: _____

AUTH1: _____

SF 50 SIGNATURE: 1 PRINT MEMO: _ (N,Y)

SSNS:

PF1= HELP PF5= MAIN MENU PF12= END

Mass Change in Organization Name (MORGNAME)

DESCRIPTION AND EXECUTION

The Mass Change in Organization Name (MORGNAME) template is used to generate a suspended Change in Organization Name (NOAC 925) for each employee who meets the selection criteria (i.e., each employee who is currently assigned to the Organization Assigned Code for which the name is being changed). If no SSNs are specified, all employees whose Organization: Assigned matches Organization From will have an action generated. The new organization titles are retrieved from the TORG table based on the employee's Organization:Assigned. The TORG table should be updated with the new organization titles before a mass change in organization name is processed.

Steps to Reach Change in Organization Name

- At the Main Menu, select **1** - Personnel.
- At the Personnel Main Menu, select **7** - Mass Actions.
- At the Mass Actions Menu, select **10** - Change Organization Name.

DESCRIPTION OF DATA PROCESSING RESULTS AND OUTPUT

NPPS identifies the source of each generated transaction as being from the Change Organization Name mass process. In addition, NPPS produces the NPPS Core report, Approved Action not Requiring an SF 50, for each employee personnel action generated.

4.1.6.11 Change in NASA Class Code

COMMAND: _____

NPPS

NEO9110

MASS CHG IN NCC - MNCC (NOAC 920)

EFDATE: _ _ _

NCC FROM: _____

NCC TO: _____

NASA TITLE TO: _____

AUTH1: _____

AUTH2: _____

SF 50 REMARKS: _____

SF 50 SIGNATURE: 1

SSNS:

PF1= HELP

PF5= MAIN MENU

PF12= END

Mass Change in NASA Class Code (MNCC)

DESCRIPTION AND EXECUTION

The Mass Change in NASA Class Code (MNCC) template is used to generate a suspended Change in NCC (NOAC 920) for each employee you specify who meets the selection criteria (i.e., employees who are currently assigned to the NCC that is being changed). If no SSNs are specified, all employees whose NASA Classification Code matches NCC From will have an action generated.

Steps to Reach Mass Change in NASA Class Code

- 1. At the Main Menu, select **1** - Personnel.
- 2. At the Personnel Main Menu, select **7** - Mass Actions.
- 3. At the Mass Actions Menu, select **11** - Change in NASA Class Code.

DESCRIPTION OF DATA PROCESSING RESULTS AND OUTPUT

NPPS will identify the source of each generated transaction as being from the Change in NCC mass process.

4.1.6.12 *Change in FEHB*

[illegible]

Mass Change in FEHB (MFEHB)

DESCRIPTION AND EXECUTION

The Mass Change in FEHB (MFEHB) template is used to generate a suspended Change in FEHB (NOAC 942) for each employee you specify who meets the selection criteria.

Steps to Reach Mass Change in FEHB

1. At the Main Menu, select **1** - Personnel.
2. At the Personnel Main Menu, select **7** - Mass Actions.
3. At the Mass Actions Menu, select **12** - Change in FEHB.

DESCRIPTION OF DATA PROCESSING RESULTS AND OUTPUT

NPPS will identify the source of each generated transaction as being from the Change in FEHB mass process.

4.1.6.13 TSP Change

COMMAND: _____

NPPS

NEO9130

MASS TSP CHANGE - MTSP (NOAC 943)

EFDATE: _ _ _

SSN:

PF1= HELP

PF5= MAIN MENU

PF12= END

Mass TSP Change (MTSP)

DESCRIPTION AND EXECUTION

The Mass TSP Change (MTSP) template is used to generate a suspended TSP Change (NOAC 943) for each employee you specify. It changes TSP status code to "Y," TSP status date to effective date, and TSP eligibility date to null.

Steps to Reach Mass Military Furlough

- 1. At the Main Menu, select **1** - Personnel.
- 2. At the Personnel Main Menu, select **7** - Mass Actions.
- 3. At the Mass Actions Menu, select **13** - TSP Change.

DESCRIPTION OF DATA PROCESSING RESULTS AND OUTPUT

NPPS will identify the source of each generated transaction as being from the TSP Change mass process.

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4.1.6.14 Locality Payment

```

COMMAND: _____ NPPS
NE09080          MASS CHANGE IN LOCALITY ADJ - MLCLADJ (NOAC 895)
-----
EFDATE:  _ _ _

DUTY STATION:  _____

AUTH1:  _____ AUTH2:  _____
_____  
_____
_____  
_____

PRINT MEMO:  _ (Y/N)

SF 50 REMARKS:           SF 50 SIGNATURE:  _
_____  
_____  
_____

-----
PF1=  HELP                PF5=  MAIN MENU                PF12=  END

```

Mass Locality Payment (MLCLADJ)

DESCRIPTION AND EXECUTION

The Mass Locality Payment (MLCLADJ) template is used to generate a suspended Locality Payment (NOAC 895) for each employee meeting the selection criteria (i.e., Duty Station).

Steps to Reach Mass Locality Payment

1. At the Main Menu, select **1** - Personnel.
2. At the Personnel Main Menu, select **7** - Mass Actions.
3. At the Mass Actions Menu, select **14** - Locality Payment.

DESCRIPTION OF DATA PROCESSING RESULTS AND OUTPUT

NPPS sets the source of each generated transaction as being from the Locality Payment mass process. The Mass Locality Payment generates a Memo in Lieu of an SF 50 if specified.

4.1.6.15 *Change in Appropriation*

```

COMMAND: _____ NPPS
NEO9150          MASS CHANGE IN APPROP - MCHGAPP (NOAC 954)
-----
EFDATE:  _ _ _      NEW PLI CODE:  _____
AUTH1:  _____ AUTH2:  _____
_____
_____
SF 50 REMARKS:      SF 50 SIGNATURE:  1
_____
_____
_____
SSN:
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
-----
PF1=  HELP          PF5=  MAIN MENU          PF12=  END

```

Mass Change in Appropriation (MCHGAPP)

DESCRIPTION AND EXECUTION

The Mass Change in Appropriation (MCHGAPP) template is used to generate a suspended Change in Appropriation (NOAC 954) for each employee specified.

Step to Reach Mass Change in Appropriation

1. At the Main Menu, select **1** - Personnel.
2. At the Personnel Main Menu, select **7** - Mass Actions.
3. At the Mass Actions Menu, select **15** - Change in Appropriation.

DESCRIPTION OF DATA PROCESSING RESULTS AND OUTPUT

NPPS sets the source of each generated transaction as being from the Change in Appropriation mass process.

4.1.6.16 Mass Miscellaneous

COMMAND: NEO9160

NPPS

MASS MISCELLANEOUS - MMISC (NOAC 991)

EFDATE:

(Place an 'X' by the field to be changed)

ADMIN LEVEL

PROJ PROMO

SUPIND

FINSTM

RTD

TITLE CODE

POSCRIT

RTD GROUP

TRAINING DEV PGM

SSN

NEW VALUE

SSN

NEW VALUE

SSN

NEW VALUE

PF1= HELP

PF5= MAIN MENU

PF12= END

Mass Miscellaneous (MMISC)

DESCRIPTION AND EXECUTION

The Mass Miscellaneous (MMISC) template is used to generate a suspended Miscellaneous (NOAC 991) for each employee specified. The data element to be changed is selected by marking the desired field with an X. Only one data element may be selected. The appropriate new value must be entered for each SSN specified.

Step to Reach Mass Miscellaneous

- 1. At the Main Menu, select **1** - Personnel.
- 2. At the Personnel Main Menu, select **7** - Mass Actions.
- 3. At the Mass Actions Menu, select **16** - Mass Miscellaneous.

DESCRIPTION OF DATA PROCESSING RESULTS AND OUTPUT

NPPS sets the source of each generated transaction as being from the Miscellaneous mass process.

4.1.6.17 *Return to Duty*

```

COMMAND: _____ NPPS
NEO9170          MASS RETURN TO DUTY - MRTD (NOAC 292)
-----
EFDATE:  _ _ _ _    DTYSTS:  _
AUTH1:  _____    AUTH2:  _____
                        _____
PRINT MEMO:  _ (N,Y)
REMARKS:          SF 50 SIGNATURE: 1
                        _____
                        _____
ORGANIZATION: ASSIGNED (RANGE) FROM:  _____ TO:  _____
SSNS:
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
-----
PF1=  HELP          PF5=  MAIN MENU          PF12=  END

```

Mass Return To Duty (MRTD)

DESCRIPTION AND EXECUTION

The Mass Return to Duty (MRTD) template is used to generate a suspended Return to Duty (NOAC 292) for each employee selected based on user input (i.e., all employees whose Duty Status not equal to Z and whose Organization: Assigned matches or is within the range of the organizations "From and To" or SSNs specified). If no organizations or SSNs are specified, all employees who meet the criteria above will be selected. The Duty Status will be set equal to the Duty Status found in the employee's record if no Duty Status is input.

Steps to Reach Mass Return to Duty

1. At the Main Menu, select **1** - Personnel.
2. At the Personnel Main Menu, select **7** - Mass Actions.
3. At the Mass Actions Menu, select **17** - Mass Return to Duty.

DESCRIPTION OF DATA PROCESSING RESULTS AND OUTPUT

NPPS sets the source code to "R" for each generated transaction as being from the Return to Duty action process. The Return to Duty capability (292) generates a Memo in Lieu of an SF 50 if specified or an SF 50 (default). The Personnel in Lieu of SF 50 batch job will be scheduled if the Print Memo flag is set to "Y" at the time the actions are created.

4.1.6.18 Employee Service Record

COMMAND:	_____	NPPS
NEOB000	EMPLOYEE SERVICE RECORD - EMPSERV	

SSN:	___ _ _	
NAME:	_____	_____
	(LAST NAME)	(FIRST NAME)

PF1= HELP	PF5= MAIN MENU	PF12= END

Employee Service Record (EMPSERV)

DESCRIPTION AND EXECUTION

The Employee Service Record (EMPSERV) template is used to display an active employee's service record.

Steps to Reach Employee Service Record

1. At the Main Menu, select **1** - Personnel.
2. At the Personnel Main Menu, select **8** - Employee Service Record.

DESCRIPTION OF DATA PROCESSING RESULTS AND OUTPUT

Type in the SSN of the employee whose service record you want to view. (Refer to the following screen.)

COMMAND: _____	NPPS
NEOB000	EMPLOYEE SERVICE RECORD - EMPSEVR

SSN: 000 00 0001	
NAME: _____	
(LAST NAME)	(FIRST NAME)

PF1= HELP	PF5= MAIN MENU
PF12= END	

Enter SSN

You may enter the name to begin a personnel history name search if you do not know the employee's SSN. Press **ENTER**. NPPS displays the desired service record. (Refer to the following screens.)

NEMB000A		NPPS	
		EMPLOYEE SERVICE RECORD	
NAME:		SSN:	
ADDRESS:		DUTY STATUS:	
DATE OF BIRTH:		WORK SCHEDULE:	
SEX:		POSITION CRITICALITY:	
DUTY STATION:		POSITION OCCUPIED:	
ORGANIZATION:		PART-TIME HOURS:	
FEDERAL SERVICE COMPUTATION DATE:		TENURE:	
NASA SERVICE COMPUTATION DATE:		VETERAN PREF:	
INSTALLATION EOD DATE:		VETERAN PREFERENCE RIF:	
NEXT WIG DATE:		ANNUITANT INDICATOR:	
LAST PROMOTION DATE:		RETIREMENT PLAN:	
NEW SUPERVISOR DATE:		CITIZEN:	
TENURE BEGINNING DATE:		UNION BARGAINING UNIT STATUS:	
TENURE ENDING DATE:		FEGLI STATUS CODE:	
PROBATIONARY END DATE:		FEHB PLAN CODE:	
FLSA PAY STATUS:		COMPETITIVE LEVEL:	
NON NASA APPROPRIATION CODE:			
PERF. CURRENT:	PERF PR1:	PR2:	PR3:
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF12= END_

View Service Record (Page 1)

NEMB000B

NPPS

EMPLOYEE SERVICE RECORD

PAGE 0 OF 0

NAME: YOUNGER

JANE

B

SSN: 000 00 0001

NOAC

EFDATE

PERSONNEL ACTION TITLE

OPM TITLE

NASA TITLE

OPM NASA/SUPV PP-GR/ST PRD PB ADJ-BASIC SCH-ADJ

DUTY STATION

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF7= BACKWARD

PF8= FORWARD

PF11= GO TO

PF12= END

View Service Record (Page 2)

NEMB000C

NPPS

EMPLOYEE SERVICE RECORD

OPF Sent to: _____

Date: _____

EPF Sent to: _____

Date: _____

EMF Sent to: _____

Date: _____

Leave Record Sent: _____

Reason for Resignation: _____

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF12= END

View Service Record (Page 3)

4.1.7 Personnel History File Maintenance

COMMAND: _____NPPS

NEOC000HISTORY MAINTENANCE MAIN MENU - HISTMAIN

SSN: ____NOAC: _____EFDATE: ____FUNC: _

FUNCTION: A= ADDB = BROWSEC= CHANGED= DELETER= RETRIEVE

PF1= HELPPF5= MAIN MENUPF12= END

History Maintenance Main Menu (HISTMAIN)

DESCRIPTION AND EXECUTION

The History Maintenance Main Menu (HISTMAIN) template is used to change or delete any personnel history record on the personnel history file.

Steps to Reach History Maintenance Main Menu

- 1. At the Main Menu, select 1 - Personnel.
- 2. At the Personnel Main Menu, select 9 - Personnel History File Maintenance.

DESCRIPTION OF DATA PROCESSING RESULTS AND OUTPUT

Five functions are available on this screen. Functions "A" (Add), "C" (Change), "D" (Delete), and "R" (Retrieve) are used when you know the exact record to be processed. Function "B" (Browse) is used when you are not sure of the exact record and want to select the record from a list. To Add, Change, Delete, or Review a record, type in the SSN, NOAC, and Effective Date of the action and the appropriate function. Press **ENTER**. (Refer to the following screen.)

COMMAND: _____

NPPS

NEOC000

HISTORY MAINTENANCE MAIN MENU - HISTMAIN

SSN: 001 00 0001NOAC: 721__EFDATE: 09 01 1994FUNC: R

FUNCTION: A= ADDB = BROWSEC= CHANGED= DELETER= RETRIEVE

PF1= HELPPF5= MAIN MENUPF12= END

Select Action

If you select the Browse function, you will be prompted to enter either an SSN or a Name. Refer to the following screen.

COMMAND: _____

NPPS

NEOC000

HISTORY MAINTENANCE MAIN MENU - HISTMAIN

SSN: _ _ _ _NOAC: _ _EFDATE: _ _ _ _FUNC: _

HISTORY BROWSE

ENTER NAME OR SSN TO BROWSE:

SSN: 001 00 0001

OR

NAME: _____

PF3= PREV SCREEN

Initiate Browse By SSN

If SSN is entered, a list of all records with a Current SSN equal to the SSN entered and all records with a Previous SSN equal to the SSN entered will be displayed. (Refer to the following screens.)

COMMAND: _____ NPPS
NEOC000 HISTORY MAINTENANCE MAIN MENU - HISTMAIN

NEOC010 PERSONNEL HISTORY BROWSE

BEGINNING SOCIAL SECURITY NO: _____
TYPE 'X' TO SELECT AND PRESS ENTER

----- CURRENT -----

SEL	SSN	DATE	NOAC	NAME
_	001000001	09/07/94	875	JAMESTON
_	001000001	09/01/94	721	JAMESTON
_	001000001	09/01/94	872	JAMESTON
_	001000001	08/16/94	792	JAMESTON
_	001000001	05/13/94	875	JAMESTON
_	001000001	03/18/94	815	JAMESTON

----- PREVIOUS -----

SEL	SSN	DATE	NOAC	NAME
_	001019443	01/01/92	990	SHELDER
_	001019443	01/02/91	894	SHELDER
_	001019443	01/01/91	990	SHELDER
_	001019443	12/31/90	894	SHELDER
_	001019443	09/10/89	920	SHELDER
_	001019443	09/10/89	990	SHELDER

PF7 = BACKWARD PF8 = FORWARD PF9 = BACKWARD PF10 = FORWARD
PF6 = FULL SCREEN PF11 = FULL SCREEN
PF3 = PREV SCREEN

SSN Browse

This screen is split into two sides. The Current side contains all records with the Current SSN equal to the SSN entered. The Previous side contains all records with a Previous SSN equal to the SSN entered. The PF7 and PF8 keys are used to scroll through the Current information and the PF9 and PF10 keys are used to scroll through the Previous information. Pressing PF6 or PF11 will display an expanded screen that includes the employee's full name, the NOAC corrected, and the Organization: Assigned. (Refer to the following screen.)

COMMAND: _____ NPPS
NEOC000 HISTORY MAINTENANCE MAIN MENU - HISTMAIN

BROWSE BY CURRENT SOCIAL SECURITY NUMBER

SEL	SSN	DATE	NOAC1	AUTH	ORG	NAME
_	001000001	09/07/94	875	V3G	AB111 JAMESTON,	MELINDA ANN
_	001000001	09/01/94	721	CGM	AB111 JAMESTON,	MELINDA ANN
_	001000001	09/01/94	872	CGM	CC231 JAMESTON,	MELINDA ANN
_	001000001	08/16/94	792	CGM	AB111 JAMESTON,	MELINDA ANN
_	001000001	05/13/94	875	V3G	CC231 JAMESTON,	MELINDA ANN
_	001000001	03/18/94	815	KLM	CC231 JAMESTON,	MELINDA ANN

SSN Browse - Expanded Layout

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If Name is entered with a function "B", a list of all records with a Current Name equal to the Name entered and all records with a Previous Name equal to the Name entered will be displayed. (Refer to the following screens.)

COMMAND: _____ NPPS
NEOC000 HISTORY MAINTENANCE MAIN MENU - HISTMAIN

SSN: _____ NOAC: _____ EFDATE: _____ FUNC: B

HISTORY BROWSE

ENTER NAME OR SSN TO BROWSE:

SSN: _____

OR

NAME: Smith_____

PF3= PREV SCREEN

Initiate Browse By Name

COMMAND: _____ NPPS
NEOC000 HISTORY MAINTENANCE MAIN MENU - HISTMAIN

NEOC020 PERSONNEL HISTORY BROWS

BEGINNING NAME: _____

TYPE 'X' TO SELECT AND PRESS ENTER

----- CURRENT -----					----- PREVIOUS -----				
SEL	NAME	DATE	NOAC	SSN	SEL	NAME	DATE	NOAC	SSN
_	SMITH	JAN 01/01/92	990	100101009	_	TADPOLE F	01/01/92	990	100988122
_	SMITH	JAN 01/02/91	894	100101009	_	TADPOLE F	01/01/91	943	100988122
_	SMITH	JAN 01/01/91	990	100101009	_	TADPOLE F	01/01/91	990	100988122
_	SMITH	JAN 01/01/91	991	100101009	_	TADPOLE F	12/30/90	101	100988122
_	SMITH	JAN 12/31/90	894	100101009	_	TADPOLE F	08/27/89	894	100988122
_	SMITH	JAN 12/31/90	990	100101009	_	TADPOLE F	09/01/87	894	100988122

PF7 = BACKWARD PF8 = FORWARD PF9 = BACKWARD PF10 = FORWARD
PF6 = FULL SCREEN PF11 = FULL SCREEN
PF3 = PREV SCREEN

Name Browse

This screen is split into two sides. The Current side contains all records with the Current Name equal to the Name entered. The Previous side contains all records with a Previous Name equal to the Name entered. The PF7 and PF8 keys are used to scroll through the Current information and the PF9 and PF10 keys are used to scroll through the Previous information. Pressing PF6 or PF11 will display an expanded screen that includes the employee's full name, the NOAC corrected, and the Organization: Assigned. (Refer to the following screen.)

```

COMMAND: _____ NPPS
NEOC000          HISTORY MAINTENANCE MAIN MENU - HISTMAIN

```

BROWSE BY CURRENT NAME						
SEL	NAME	SSN	DATE	NOAC1	AUTH	ORG
-	SMITH JANE M	100101009	01/01/92	990		AH111
-	SMITH JANE M	100101009	01/02/91	894	ZLM	AH111
-	SMITH JANE M	100101009	01/01/91	990		AH111
-	SMITH JANE M	100101009	01/01/91	991		AH111
-	SMITH JANE M	100101009	12/31/90	894	RUM	AH111
-	SMITH JANE M	100101009	12/31/90	990		AH111

Name Browse - Expanded Layout

When a record is selected from one of the Browse screens, the SSN, NOAC, and EFDATE will be populated on the Personnel History Maintenance Main Menu. When you select the desired function and press **ENTER**, NPPS displays the Personnel History Maintenance screens (refer to the following screens). Press **ENTER** to continue to the next screen, **PF6** to end the action, or **PF11** to go to a specific screen.

NEMC000A		NPPS		1 OF 25	
MODE: CHANGE		PERSONNEL HISTORY MAINTENANCE			

NAME		SSN			
NOAC1		EFDATE	0	>	_____0
NOAC2	> _____	BYPASS EDIT			
NOACNTE1	> _____	MATUREDTE	0		
NOACNTE2	> _____	ENTRYCLERK/DTE			0
AUTH1	> _____	UPDATECLERK/DTE			0
AUTH2	> _____	UPDATETIME			
AGE	0.0 > _____	PREVSSN		>	_____
TIME IN GRADE	0.0 > _____	INSTALLCURRT	0.0	>	_____0
NSCDCURRT	0.0 > _____	CORCAN FLAG		>	_____
FSCDCURRT	0.0 > _____	SEQ	1	>	0
NOAC DESCRIPTION					
NAME (LAST,GENS,FIRST,					
MIDDLE)					
PREVIOUS NAME (LAST,GENS,					
FIRST,MIDDLE)					
PF1= HELP		PF3= PREV SCREEN		PF5= MAIN MENU	
PF6= END ACTION		PF11= GO TO		PF12= END	

Personnel History Maintenance (Page 1)

NEMC000B		NPPS		2 OF 25	
MODE: CHANGE		PERSONNEL HISTORY MAINTENANCE			

NAME		SSN			
	B E F O R E		A F T E R		
ADMINLEV	> _____		> _____		
AGENCY	> _____		> _____		
AGENCYFROM	> _____		> _____		
AGENCYTO	> _____		> _____		
ANUIND	> _____		> _____		
APPTNTDTE	0 > _____		0 > _____		0
AWDAMT	0.00 > _____		0.00 > _____		0
AWDCHK	> _____		> _____		
AWDTYP	> _____		> _____		
AWDYR	> _____		> _____		
BDYR	> _____		> _____		

PF1= HELP		PF3= PREV SCREEN		PF5= MAIN MENU	
PF6= END ACTION		PF11= GO TO		PF12= END	

Personnel History Maintenance (Page 2)

NEMC000C		NPPS		3 OF 25	
MODE: CHANGE		PERSONNEL HISTORY MAINTENANCE			

NAME				SSN	
	B E F O R E		A F T E R		
BIRTHDTE	0 > _____0		0 > _____0		
CITIZEN	> _____		> _____		
COMPLEV	> _____		> _____		
CONVENDTE	0 > _____0		0 > _____0		
COOPENTRYDTE	0 > _____0		0 > _____0		
COOPFLD	> _____		> _____		
COOPLEV	> _____		> _____		
COOPRTDDTE	0 > _____0		0 > _____0		
COOPRTSDTE	0 > _____0		0 > _____0		
COOPSCH	> _____		> _____		
COOPYR	> _____		> _____		
CPP	> _____		> _____		
CREDMILSERV	0 > _____0		0 > _____0		

PF1= HELP		PF3= PREV SCREEN		PF5= MAIN MENU	
PF6= END ACTION		PF11= GO TO		PF12= END	

Personnel History Maintenance (Page 3)

NEMC000D		NPPS		4 OF 25	
MODE: CHANGE		PERSONNEL HISTORY MAINTENANCE			

NAME				SSN	
	B E F O R E		A F T E R		
CURRGRDDTE	0 > _____0		0 > _____0		
DAYLIMIT	0 > _____0		0 > _____0		
DEPARTDEST	> _____		> _____		
DEPARTRSN	> _____		> _____		
DETAILENDTE	0 > _____0		0 > _____0		
DLRLIMIT	0.00 > _____0		0.00 > _____0		
DTLDTYSTN	> _____		> _____		
DTLGRADE	0 > _____0		0 > _____0		
DTLNCC	> _____		> _____		
DTLOCCODE	> _____		> _____		
DTLORGASSIGN	> _____		> _____		
DTLPAYPLN	> _____		> _____		
DTLPDN	> _____		> _____		

PF1= HELP		PF3= PREV SCREEN		PF5= MAIN MENU	
PF6= END ACTION		PF11= GO TO		PF12= END	

Personnel History Maintenance (Page 4)

NEMC000ENPPS5 OF 25
MODE: CHANGEPERSONNEL HISTORY MAINTENANCE

NAMESSN

BEFORE: DTLNASATTL
AFTER : DTLNASATTL
BEFORE: DTLOPM TTL
AFTER : DTLOPM TTL
BEFORE: DTYSTNNAME
AFTER : DTYSTNNAME

PF1= HELPPF3= PREV SCREENPF5= MAIN MENU
PF6= END ACTIONPF11= GO TOPF12= END

Personnel History Maintenance (Page 5)

NEMC000FNPPS6 OF 25
MODE: CHANGEPERSONNEL HISTORY MAINTENANCE

NAMESSN

DTLTITLECDEB E F O R EA F T E R
DTYSTN> _____> _____
DTYSTS> _____> _____
EDLEV> _____> _____
EMPIND> _____> _____
EMPNO> _____> _____
EODDTE0 > _____00 > _____0
FACILITY> _____> _____
FEGLI> _____> _____
FEHB> _____> _____
FEHBFULLPAY> _____> _____
FERSCOVER> _____> _____
FINSTM> _____> _____

PF1= HELPPF3= PREV SCREENPF5= MAIN MENU
PF6= END ACTIONPF11= GO TOPF12= END

Personnel History Maintenance (Page 6)

NEMC000G		NPPS		7 OF 25	
MODE: CHANGE		PERSONNEL HISTORY MAINTENANCE			
NAME		SSN			
	B E F O R E		A F T E R		
FINSTMDTE	0 > _____0		0		_____0
FLSA	> _____		>		_____
FOLLOW1	0 > _____0		0 >		_____0
FOLLOW2	0 > _____0		0 >		_____0
FOLLOW3	0 > _____0		0 >		_____0
FOLLOW4	0 > _____0		0 >		_____0
FOLLOW5	0 > _____0		0 >		_____0
FOLLOW6	0 > _____0		0 >		_____0
FOLLOW7	0 > _____0		0 >		_____0
FOLLOW8	0 > _____0		0 >		_____0
FOUFLD	> _____		>		_____
FOULEV	> _____		>		_____
FOUSCH	> _____		>		_____

PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU
PF6= END ACTION PF11= GO TO PF12= END

Personnel History Maintenance (Page 7)

NEMC000H		NPPS		8 OF 25	
MODE: CHANGE		PERSONNEL HISTORY MAINTENANCE			
NAME		SSN			
	B E F O R E		A F T E R		
FOUYR	> _____		>		_____
FROZENCPRS	0 > _____0		0 >		_____0
FSCDTE	0 > _____0		0 >		_____0
FTELI	> _____		>		_____
FUNCCCLASS	> _____		>		_____
FURNTEDE	0 > _____0		0 >		_____0
GRADE	0 > _____0		0 >		_____0
GRADERETN	> _____		>		_____
HANDICAP	> _____		>		_____
HEAD-AGENCY	> _____		>		_____
HIFLD	> _____		>		_____
HIGRADE	0 > _____0		0 >		_____0
HILEV	> _____		>		_____

PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU
PF6= END ACTION PF11= GO TO PF12= END

Personnel History Maintenance (Page 8)

NEMC000I

NPPS

9 OF 25

MODE: CHANGEPERSONNEL HISTORY MAINTENANCE

NAME

SSN

B E F O R E

A F T E R

HIPAYPLN

>

>

HISCH

>

>

HIYR

>

>

HRLIMIT

0 >

____0

0 >

____0

INSTALL

>

JCH1 >

LASTPROMDTE

0 >

____0

0 >

____0

LEQDTE

0 >

____0

0 >

____0

LVENTITLE

>

>

LWOPNTEDTE

0 >

____0

0 >

____0

LWPNTEDTE

0 >

____0

0 >

____0

MINCDE

>

>

NAMEFIRST

>

>

NAMEGENSUFX

>

>

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF6= END ACTION

PF11= GO TO

PF12= END

Personnel History Maintenance (Page 9)

NEMC000J

NPPS

10 OF 25

MODE: CHANGEPERSONNEL HISTORY MAINTENANCE

NAME

SSN

BEFORE: LOCALTTL

AFTER : LOCALTTL

BEFORE: NASATTTL

AFTER : NASATTTL

BEFORE: OPMTTL

AFTER : OPMTTL

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF6= END ACTION

PF11= GO TO

PF12= END

Personnel History Maintenance (Page 10)

NEMC000K		NPPS		11 OF 25	
MODE: CHANGE		PERSONNEL HISTORY MAINTENANCE			

NAME					SSN
	B E F O R E		A F T E R		
NAMELAST					
NCC	> _____		> _____		
NEWSUPBEGDTE	0 >	_____0	0 >	_____0	
NEWSUPENDDTE	0 >	_____0	0 >	_____0	
NEXTWIGDTE	0 >	_____0	0 >	_____0	
NNASAAPPRO					
NNASAPROJLI	> _____		> _____		
NSCDTE	0 >	_____0	0 >	_____0	
NSPI	> _____		> _____		
OCCODE	> _____		> _____		
ORGASSIGN	> _____		> _____		

PF1= HELP		PF3= PREV SCREEN		PF5= MAIN MENU	
PF6= END ACTION		PF11= GO TO		PF12= END	

Personnel History Maintenance (Page 11)

NEMC000L		NPPS		12 OF 25	
MODE: CHANGE		PERSONNEL HISTORY MAINTENANCE			

NAME					SSN
	B E F O R E		A F T E R		
ORGLLOC	> _____		> _____		
PAYBASIS	> _____		> _____		
PAYPLN	> _____		> _____		
PAYPLNRETN	> _____		> _____		
PAYTABLE	> _____		> _____		
PDN	> _____		> _____		
PEFRATC	0 >	_____0	0 >	_____0	
PEFRATCYR	> _____		> _____		
PEFRATP1	0 >	_____0	0 >	_____0	
PEFRATP1YR	> _____		> _____		
PEFRATP2	0 >	_____0	0 >	_____0	
PEFRATP2YR	> _____		> _____		

PF1= HELP		PF3= PREV SCREEN		PF5= MAIN MENU	
PF6= END ACTION		PF11= GO TO		PF12= END	

Personnel History Maintenance (Page 12)

NEMC000M		NPPS		13 OF 25	
MODE: CHANGE		PERSONNEL HISTORY MAINTENANCE			
NAME		SSN			
	B E F O R E	A F T E R			
POSCHGNTDTE	0 > _____0	0 > _____0			
POSCRIT	> _____	> _____			
POSOCC	> _____	> _____			
POSTYPE	> _____	> _____			
POSTYPELOC	> _____	> _____			
PRD	> _____	> _____			
PRIORRETCOV	> _____	> _____			
PROBENDDTE	0 > _____0	0 > _____0			
PROJPROMO	> _____	> _____			
PROMONTEDTE	0 > _____0	0 > _____0			
PTHOURS	> _____	> _____			
RETDISDTE	0 > _____0	0 > _____0			

PF1= HELP		PF3= PREV SCREEN		PF5= MAIN MENU	
PF6= END ACTION		PF11= GO TO		PF12= END	

Personnel History Maintenance (Page 13)

NEMC000N		NPPS		14 OF 25	
MODE: CHANGE		PERSONNEL HISTORY MAINTENANCE			
NAME		SSN			
	B E F O R E	A F T E R			
RETENEXPDTE	0 > _____0	0 > _____0			
RETOPTDTE	0 > _____0	0 > _____0			
RETPLAN	> _____	> _____			
RMPAYSTAT	> _____	> _____			
RMRETIRBASIS	> _____	> _____			
RMRETIRDTE	0 > _____0	0 > _____0			
RMSVCCOMP	> _____	> _____			
RMSVCDESIG	> _____	> _____			
RMSVCNUM	> _____	> _____			
RMSVCPAYGRD	> _____	> _____			
RRBRANCH	> _____	> _____			
RRRANK	> _____	> _____			
RSCDTE	0 > _____0	0 > _____0			

PF1= HELP		PF3= PREV SCREEN		PF5= MAIN MENU	
PF6= END ACTION		PF11= GO TO		PF12= END	

Personnel History Maintenance (Page 14)

NEMC0000		NPPS		15 OF 25	
MODE: CHANGE		PERSONNEL HISTORY MAINTENANCE			
NAME		SSN			
B E F O R E		A F T E R			
RTD	> _____	> _____	> _____	> _____	> _____
RTDGROUP	> _____	> _____	> _____	> _____	> _____
SABNTEDTE	0 > _____0	0 > _____0	0 > _____0	0 > _____0	0 > _____0
SALANN	0.00 > _____0	0.00 > _____0	0.00 > _____0	0.00 > _____0	0.00 > _____0
SALDAILY	0.00 > _____0	0.00 > _____0	0.00 > _____0	0.00 > _____0	0.00 > _____0
SALHOURLY	0.00 > _____0	0.00 > _____0	0.00 > _____0	0.00 > _____0	0.00 > _____0
SECFLD	> _____	> _____	> _____	> _____	> _____
SECLEV	> _____	> _____	> _____	> _____	> _____
SECSCH	> _____	> _____	> _____	> _____	> _____
SECYR	> _____	> _____	> _____	> _____	> _____
SES PROB	0 > _____0	0 > _____0	0 > _____0	0 > _____0	0 > _____0
SEX	> _____	> _____	> _____	> _____	> _____
STEP	> _____	> _____	> _____	> _____	> _____

PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU
PF6= END ACTION PF11= GO TO PF12= END

Personnel History Maintenance (Page 15)

NEMC000P		NPPS		16 OF 25	
MODE: CHANGE		PERSONNEL HISTORY MAINTENANCE			
NAME		SSN			
B E F O R E		A F T E R			
STEPRETN	> _____	> _____	> _____	> _____	> _____
SUPIND	> _____	> _____	> _____	> _____	> _____
SUSPNTEDTE	0 > _____0	0 > _____0	0 > _____0	0 > _____0	0 > _____0
TENURE	> _____	> _____	> _____	> _____	> _____
TENUREBEGDTE	0 > _____0	0 > _____0	0 > _____0	0 > _____0	0 > _____0
TENUREENDDTE	0 > _____0	0 > _____0	0 > _____0	0 > _____0	0 > _____0
THRFLD	> _____	> _____	> _____	> _____	> _____
THRLEV	> _____	> _____	> _____	> _____	> _____
THRSCH	> _____	> _____	> _____	> _____	> _____
THRYR	> _____	> _____	> _____	> _____	> _____
TITLECDE	> _____	> _____	> _____	> _____	> _____
TRAINDEVPGM	> _____	> _____	> _____	> _____	> _____
TSPELIGDTE	0 > _____0	0 > _____0	0 > _____0	0 > _____0	0 > _____0

PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU
PF6= END ACTION PF11= GO TO PF12= END

Personnel History Maintenance (Page 16)

NEMC000QNPPS17 OF 25

MODE: CHANGEPERSONNEL HISTORY MAINTENANCE

NAME

SSN

B E F O R E

A F T E R

TSPSCDTE0 > 00 > 0

TSPSEPCODE> -> -

TSPSEPDTE0 > 00 > 0

TSPSTATUS> -> -

TSPSTATUSDTE0 > 00 > 0

TSPVEST> -> -

UNIONBU> -> -

VETPREF> -> -

VETPREFRIF> -> -

VETSTATUS> -> -

WIGWENDTE0 > 00 > 0

WORKSCH> -> -

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF6= END ACTION

PF11= GO TO

PF12= END

Personnel History Maintenance (Page 17)

NEMC000RNPPS18 OF 25

MODE: CHANGEPERSONNEL HISTORY MAINTENANCE

NAME

SSN

B E F O R E

A F T E R

COOPGPA0.00 > . 00.00 > . 0

FOUGPA0.00 > . 00.00 > . 0

HIGPA0.00 > . 00.00 > . 0

SECGPA0.00 > . 00.00 > . 0

THRGPA0.00 > . 00.00 > . 0

BEFORE: ORGALEVEL1

AFTER : ORGALEVEL1

BEFORE: ORGALEVEL2

AFTER : ORGALEVEL2

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF6= END ACTION

PF11= GO TO

PF12= END

Personnel History Maintenance (Page 18)

NEMC000S

NPPS19 OF 25

MODE: CHANGEPERSONNEL HISTORY MAINTENANCE

NAMESSN

BEFORE: ORGALEVEL3

AFTER : ORGALEVEL3

BEFORE: ORGALEVEL4

AFTER : ORGALEVEL4

BEFORE: AWARD-GROUP-TEXT

AFTER: AWARD-GROUP-TEXT

PF1= HELPPF3= PREV SCREENPF5= MAIN MENU

PF6= END ACTIONPF11= GO TOPF12= END_

Personnel History Maintenance (Page 19)

NEMC000T

NPPS20 OF 25

MODE: CHANGEPERSONNEL HISTORY MAINTENANCE

NAMESSN

	B E F O R E	A F T E R
EMPL-ADJSTD-BASIC-PAY-AMT	0.00 > _____. 0	0.00 > _____. 0
EMPL-AUO-ANL-AMT	0 > ____0	0 > ____0
EMPL-AUO-PCT	0 > _0	0 > _0
EMPL-BASIC-PAY-AMT	0.00 > _____. 0	0.00 > _____. 0
EMPL-BONUS-DFRNTL-BASIS-CODE	> _	> _
EMPL-BONUS-RCRTMNT-AMT	0 > ____0	0 > ____0
EMPL-BONUS-RCRTMNT-PCT	0 > _0	0 > _0
EMPL-BONUS-RLCTN-AMT	0 > ____0	0 > ____0
EMPL-BONUS-RLCTN-PCT	0 > _0	0 > _0
EMPL-FRGN-LNG-ANL-AMT	0 > ____0	0 > ____0
EMPL-LCLTY-ADJSTMNT-ANL-AMT	0 > ____0	0 > ____0
EMPL-LCLTY-ADJSTMNT-IND	> _	> _
EMPL-OTHR-PAY-AMT	0 > ____0	0 > ____0

PF1= HELPPF3= PREV SCREENPF5= MAIN MENU

PF6= END ACTIONPF11= GO TOPF12= END

Personnel History Maintenance (Page 20)

NEMC000U		NPPS		21 OF 25	
MODE: CHANGE		PERSONNEL HISTORY MAINTENANCE			
NAME		SSN			
	B E F O R E			A F T E R	
RETENTION-ALLOW	0 > ____0			0 > ____0	
EMPL-RTNTN-ALWNC-NTE-DATE	0 > ____0			0 > ____0	
EMPL-RTNTN-ALWNC-PCT	0 > _0			0 > _0	
SUPER-DIFF	0 > ____0			0 > ____0	
EMPL-SPRVSRV-DFRNTL-PCT	> ____			> ____	
EMPL-SRVC-AGRMNT-END-DATE	0 > ____0			0 > ____0	
EMPL-STFNG-DFRNTL-ANL-AMT	0 > ____0			0 > ____0	
EMPL-STFNG-DFRNTL-PCT	0 > _0			0 > _0	
EMPL-TOT-PAY-AMT	0.00 > ____ . 0			0.00 > ____ . 0	
EMPL-TIME-OFF-AWARD-HOURS	0.0 > ____ . 0			0.0 > ____ . 0	
EMPL-TOA-HRS-YTD-GRNTD-QTY	0.00 > ____ . 0			0.00 > ____ . 0	
EMPL-PRFRMNC-RTNG-YEAR3-CODE	0 > 0			0 > 0	
EMPL-PRFRMNC-RTNG-YEAR3-YEAR	> ____			> ____	
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF6= END ACTION PF11= GO TO PF12= END					

Personnel History Maintenance (Page 21)

NEMC000V		NPPS		22 OF 25	
MODE:		PERSONNEL HISTORY MAINTENANCE			
NAME		SSN			
	B E F O R E			A F T E R	
EMPL-SCH-BASIC-PAY	0.00 > ____ . 0			0.00 > ____ . 0	
EMPL-SCH-ADJSTD-BASIC-PAY	0.00 > ____ . 0			0.00 > ____ . 0	
EMPL-RDCTN-IN-FRC-NTE-DATE	0 > ____0			0 > ____0	
EMPL-LCTD-INSTLTN-CODE	> ____			> ____	
EMPL-CRNT-RTNG-EFCTV-DATE	0 > ____0			0 > ____0	
EMPL-PRIOR1-RTNG-EFCTV-DATE	0 > ____0			0 > ____0	
EMPL-PRIOR2-RTNG-EFCTV-DATE	0 > ____0			0 > ____0	
EMPL-PRIOR3-RTNG-EFCTV-DATE	0 > ____0			0 > ____0	
EMPL-SRVC-CMPTN-RTRMNT-DATE	0 > ____0			0 > ____0	
EMPL-AWARD-BDGT-CODE	> ____			> ____	
EMPL-FERS-MRA-DATE	> ____			> ____	
EMPL-ARMY-LINE-NMBR-CODE	> ____			> ____	
EMPL-ARMY-PRGRPH-CODE	> ____			> ____	
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF6= END ACTION PF11= GO TO PF12= END					

Personnel History Maintenance (Page 22)

NEMC000Y

NPPS

23 OF 25

MODE: PERSONNEL HISTORY MAINTENANCE

NAME

SSN

EMPL-AVLBLTY-PAY-ANL-AMT

0 > 0

0 > 0

EMPL-SCHDL-LCLTY-ADJ-ANL-AMT

0 > 0

0 > 0

EMPL-SCHDL-TOT-PAY-AMT

0 > . 0

0 > . 0

EMPL-CRNT-RTNG-PTRN-CODE

> -

> -

EMPL-PRIOR1-RTNG-PTRN-CODE

> -

> -

EMPL-PRIOR2-RTNG-PTRN-CODE

> -

> -

EMPL-PRIOR3-RTNG-PTRN-CODE

> -

> -

PER-PCA-ANL-AMT

0 > 0

0 > 0

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF6= END ACTION

PF11= GO TO

PF12= END

Personnel History Maintenance (Page 23)

NEMC000W

NPPS

24 OF 25

MODE: CHANGE PERSONNEL HISTORY MAINTENANCE

NAME

SSN

OPF-SENT-DATE

0 > 0

EPF-SENT-DATE

0 > 0

EMF-SENT-DATE

0 > 0

OPF-SENT-TO

EPF-SENT-TO

EMF-SENT-TO

LEAVE-RECS-SENT

REASON-RESIGNED

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF6= END ACTION

PF11= GO TO

PF12= END

Personnel History Maintenance (Page 24)

NEMC000X		NPPS		25 OF 25	
MODE: CHANGE		PERSONNEL HISTORY MAINTENANCE			

NAME			SSN		
FORWARDING ADDRESS					
STREET LINE 1					
STREET LINE 2					
CITY					
STATE					
ZIP					

PF1= HELP		PF3= PREV SCREEN		PF5= MAIN MENU	
PF6= END ACTION		PF11= GO TO		PF12= END	

Personnel History Maintenance (Page 25)

4.1.7.1 Personnel Audit Browse

COMMAND: _____	NPPS
NEOD000	HISTORY AUDIT MAIN MENU - AUDIT

SSN: _____	NOAC: _____
EFDATE: _____	FUNC: _____
OR	
NAME _____	

FUNCTION: B= BROWSE	R= RETRIEVE
PF1= HELP	PF5= MAIN MENU
	PF12= END

History Audit Main Menu (AUDIT)

DESCRIPTION AND EXECUTION

The History Audit Main Menu (AUDIT) template is used to view the transaction history of all corrections and cancellations that have been applied to the personnel history file.

Steps to Reach History Audit Main Menu

1. At the Main Menu, select **1** - Personnel.
2. At the Personnel Main Menu, select **10** - Personnel Audit Browse.

DESCRIPTION OF DATA PROCESSING RESULTS AND OUTPUT

Two functions are available on this screen. Function "R" (Review) is used when you know the exact record to be viewed. Function "B" (Browse) is used when you are not sure of the exact record and want to select the record from a list. To review a record, type in the SSN, NOAC, and Effective Date of the action and a function "R". Press **ENTER** (refer to the following screen).

```

COMMAND: _____ NPPS
NEOD000          HISTORY AUDIT MAIN MENU - AUDIT
-----

SSN:  001 00 0001   NOAC:  001___   EFDATE:  08 31 1990   FUNC:  R

OR

NAME  _____

-----

FUNCTION:      B= BROWSE   R= RETRIEVE
PF1=  HELP          PF5= MAIN MENU          PF12= END

```

Select Action

If you select the browse function, NPPS will generate a list of actions on the history audit file based on the SSN or Name entered.

If SSN is entered with a function "B", a list of all records with a Current SSN equal to the SSN entered and all records with a Previous SSN equal to the SSN entered will be displayed. (Refer to the following screens).

```

COMMAND: _____ NPPS
NEOD000          HISTORY AUDIT MAIN MENU - AUDIT
-----

SSN:  001 00 0001   NOAC:  _____   EFDATE:  __ __ __   FUNC:  B

OR

NAME  _____

-----

FUNCTION:      B= BROWSE   R= RETRIEVE
PF1=  HELP          PF5= MAIN MENU          PF12= END

```

Initiate Browse By SSN

```

COMMAND: _____ NPPS
NEOD000          HISTORY AUDIT MAIN MENU - AUDIT

NEOD010          PERSONNEL HISTORY BROWSE

BEGINNING SOCIAL SECURITY NO: _____
TYPE 'X' TO SELECT AND PRESS ENTER

----- CURRENT -----
SEL  SSN      DATE  NOAC  NAME  SEL  SSN      DATE  NOAC  NAME
- 001000001 09/01/94 002  JAMESTON - 001019443 07/01/94 002  SHELDER
- 001000001 08/17/94 001  JAMESTON - 100313120 09/10/89 002  LARGE
- 001000001 08/16/94 002  JAMESTON - 100313120 09/10/89 170  LARGE
- 001000001 01/01/94 002  JAMESTON - 100990017 09/09/90 002  CONTRACTA
- 001000001 08/25/89 002  JAMESTON - 100990017 09/09/90 140  CONTRACTA

PF7 = BACKWARD PF8 = FORWARD PF9 = BACKWARD PF10 = FORWARD
PF6 = FULL SCREEN PF11 = FULL SCREEN
PF3 = PREV SCREEN

```

SSN Browse

This screen is split into two sides. The Current side contains all records with the Current SSN equal to the SSN entered. The Previous side contains all records with a Previous SSN equal to the SSN entered. The PF7 and PF8 keys are used to scroll through the Current information and the PF9 and PF10 keys are used to scroll through the Previous information. Pressing PF6 or PF11 will display an expanded screen that includes the employee's full name, the NOAC corrected, and the Organization: Assigned. (Refer to the following screen).

```

COMMAND: _____ NPPS
NEOD000          HISTORY AUDIT MAIN MENU - AUDIT

BROWSE BY CURRENT SOCIAL SECURITY NUMBER

SEL  SSN      DATE  NOAC1 NOAC2  ORG      NAME
- 001000001 09/01/94 002   721  CC231 JAMESTON, MELINDA ANN
- 001000001 08/17/94 002   895  AB111 JAMESTON, MELINDA ANN
- 001000001 08/16/94 002   450  AB111 JAMESTON, MELINDA ANN
- 001000001 01/01/94 002   501  AB111 JAMESTON, MELINDA ANN
- 001000001 08/25/89 002   716  AB111 JAMESTON, MELINDA ANN

```

SSN Browse - Expanded Layout

If Name is entered with a function "B", a list of all records with a Current Name equal to the Name entered and all records with a Current Name equal to the Previous Name of the records listed under Current will be displayed. (Refer to the following screens).

COMMAND: _____ NPPS
NEOD000 HISTORY AUDIT MAIN MENU - AUDIT

SSN: _____ NOAC: _____ EFDATE: _____ FUNC: B

OR

NAME Smith_____

FUNCTION: B= BROWSE R= RETRIEVE
PF1= HELP PF5= MAIN MENU PF12= END

Initiate Browse By Name

COMMAND: _____ NPPS
NEOD000 HISTORY AUDIT MAIN MENU - AUDIT

NEOD020 HISTORY AUDIT BROWSE

BEGINNING NAME: _____
TYPE 'X' TO SELECT AND PRESS ENTER

----- CURRENT -----					----- PREVIOUS -----				
SEL	NAME	DATE	NOAC	SSN	SEL	NAME	DATE	NOAC	SSN
_	SMITH	JAN 03/29/91	002	100101009	_	SMITH JOH	12/30/90	002	100101009
_	SMITH	MAR 01/10/91	002	100601250	_	SMITHOREE	12/15/90	001	100595030
_	SMITH	TAY 03/09/90	002	100601254	_				
_	SMITHORS	01/14/91	002	100595030	_				
PF7 = BACKWARD PF8 = FORWARD PF9 = BACKWARD PF10 = FORWARD									
PF6 = FULL SCREEN PF11 = FULL SCREEN									
PF3 = PREV SCREEN									

Name Browse

This screen is split into two sides. The Current side contains all records with the Current Name equal to the Name entered. The Previous side contains all records with a Previous Name equal to the Name entered. The PF7 and PF8 keys are used to scroll through the Current information and the PF9 and PF10 keys are used to scroll through the Previous information. Pressing PF6 or PF11 will display an expanded screen that includes the employee's full name, the NOAC corrected, and the Organization: Assigned. (Refer to the following screen).

```

COMMAND: _____      NPPS
NEOD000                  HISTORY AUDIT MAIN MENU - AUDIT

                                BROWSE BY CURRENT NAME

SEL      NAME                SSN      DATE      NOAC1  NOAC2  ORG
-   SMITH JANE M             100101009  03/29/91  002    895    AA111
-   SMITH MARY               100601250  01/10/91  002    721    AA111
-   SMITH TAYLOR             100601254  03/09/90  002    460    AA111
-   SMITHORS MARKEL LEON     100595030  01/14/91  002    741    AA111
-
-

```

Name Browse - Expanded Layout

When a record is selected from one of the Browse screens or the exact record is requested from the History Audit Main Menu, NPPS displays the Perhist Audit Browse screens (refer to the following screens). Press **ENTER** to continue to the next screen, **PF6** to end the action, or **PF11** to go to a specific screen.

NEMD000A		NPPS		1 OF 11	
MODE:		PERHIST AUDIT BROWSE			

NAME		SSN			
NOAC1		EFDATE	0	BYPASS EDIT	
NOAC2		MATUREDTE	0	SEQ	0
NOACNTE1	0	ENTRYDTE	0	ENTRYCLERK	
NOACNTE2	0	UPDATEDTE	0	UPDATECLER K	
AUTH1		UPDATETIME		CORCANFLAG	
AUTH2		PREVSSN			
NAME:		PREVIOUS NAME:			
LAST		LAST			
GEN SUFFIX		GEN SUFFIX			
FIRST		FIRST			
MIDDLE		MIDDLE			

PF1= HELP		PF3= PREV SCREEN		PF5= MAIN MENU	
PF6= END ACTION		PF11= GO TO		PF12= END	

Perhist Audit Browse (Page 1)

NEMD000B		NPPS		2 OF 11	
MODE:		PERHIST AUDIT BROWSE			
NAME		SSN			
ADMINLEV		BIRTHDTE	0	CURRGRDDTE	0
AGENCY		CITIZEN		DAYLIMIT	0
AGENCYFROM		COMPLEV		DEPARTDEST	
AGENCYTO		CONVENDTE	0	DEPARTRSN	
ANUIND		COOPENTRYDTE	0	DETAILENDTE	0
APPTNTEDTE	0	COOPFLD		DLRLIMIT	0.00
AWDAMT	0.00	COOPLEV		DTLDTYSTN	
		COOPRTDDTE	0	DTLGRADE	0
AWDCHK		COOPRTSDTE	0	DTLNCC	
		COOPSCH		DTLOCCODE	
AWDTYP		COOPYR		DTLORGASSIGN	
AWDYR		CPP		DTLPAYPLN	
BDYR		CREDMILSERV	0	DTLPDN	

PF1= HELP		PF3= PREV SCREEN		PF5= MAIN MENU	
PF6= END ACTION		PF11= GO TO		PF12= END	

Perhist Audit Browse (Page 2)

NEMD000C		NPPS		3 OF 11	
MODE:		PERHIST AUDIT BROWSE			
NAME		SSN			
DTLNASATTTL					
DTLOPMTTL					
DTYSTNNAME					
LOCALTTL					
NASATTTL					
OPMTTL					

PF1= HELP		PF3= PREV SCREEN		PF5= MAIN MENU	
PF6= END ACTION		PF11= GO TO		PF12= END	

Perhist Audit Browse (Page 3)

NEMD000D	NPPS	4 OF 11
MODE:	PERHIST AUDIT BROWSE	

NAME		SSN
DTYSTN	FLSA	FROZENCSTRS 0
DTYSTS	FOLLOW1	FSCDTE 0
EDLEV	FOLLOW2	FTELI
EMPIND	FOLLOW3	FUNCCLASS
EMPNO	FOLLOW4	FURNTEDTE 0
EODDTE 0	FOLLOW5	GRADE 0
FACILITY	FOLLOW6	GRADERETN
FEGLI	FOLLOW7	HANDICAP
FEHB	FOLLOW8	HEAD-AGENCY
FEHBFULLPLAY	FOUFLD	HIFLD
FERSCOVER	FOULEV	HIGRADE
FINSTM	FOUSCH	HILEV
FINSTMDTE 0	FOUYR	HIPAYPLN

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU
PF6= END ACTION	PF11= GO TO	PF12= END

Perhist Audit Browse (Page 4)

NEMD000E	NPPS	5 OF 11
MODE:	PERHIST AUDIT BROWSE	

NAME		SSN
HISCH	NCC	PAYPLN
HIYR	NEWSUPBEGDTE 0	PAYPLNRETN
HRLIMIT 0	NEWSUPENDDTE 0	PAYTABLE
INSTALL	NEXTWIGDTE 0	PDN
LASTPROMDTE 0	NNASAAPPRO	0
LEQDTE 0	NNSAAPROJLI	PEFRATC
LVENTITLE	NSCDTE 0	PEFRATCYR 0
LWOPNTEDTE 0	NSPI	PEFRATP1
LWPNTEDTE 0	OCCODE	PEFRATP1YR 0
MINCDE	ORGASSIGN	PEFRATP2
NAMEFIRST	ORGLOC	PEFRATP2YR
NAMEGENSUFIX	PAYBASIS	POSCHGNTEDTE 0
NAMELAST		POSCRIT

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU
PF6= END ACTION	PF11= GO TO	PF12= END

Perhist Audit Browse (Page 5)

NEMD000F	NPPS	6 OF 11
MODE:	PERHIST AUDIT BROWSE	
NAME	SSN	
POSOCC	RMPAYSTAT	SALANN 0.00
POSTYPE	RMRETIRBASIS	SALDAILY 0.00
POSTYPELOC	RMRETIRDTE 0	SALHOURLY 0.00
PRD	RMSVCCOMP	SECFLD
PRIORRETCOV	RMSVCDESIG	SECLEV
PROBENDDTE 0	RMSVCNUM	SECSCH
PROJPROMO	RMSVCPAYGRD	SECYR
PROMONTEDTE 0	RRBRANCH	SES PROB 0
PTHOURS	RRRANK	SEX RETDISDTE 0
RSCDTE 0	STEP	
RETENEXPDTE 0	RTD	STEPRETN
RETOPTDTE 0	RTDGROUP	SUPIND
RETPLAN	SABBNTDTE 0	SUSPNTDTE 0
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU
PF6= END ACTION	PF11= GO TO	PF12= END

Perhist Audit Browse (Page 6)

NEMD000G	NPPS	7 OF 11
MODE:	PERHIST AUDIT BROWSE	
NAME	SSN	
TENURE	TSPSEPDTE 0	HIGPA 0.00
TENUREBEGDTE 0	TSPSTATUS	SECGPA 0.00
TENUREENDDTE 0	TSPSTATUSDTE 0	THRGPA 0.00
THRFLD	TSPVEST	
THRLEV	UNIONBU	
THRSCH	VETPREF	
THRYR	VETPREFRIF	
TITLECDE	VETSTATUS	
TRAINDEVPGM	WIGWENDDTE 0	
TSPELIGDTE 0	WORKSCH	
TSPSCDTE 0	COOPGPA 0.00	
TSPSEPCODE	FOUGPA 0.00	
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU
PF6= END ACTION	PF11= GO TO	PF12= END

Perhist Audit Browse (Page 7)

```

NEMD000H                      NPPS                      8 OF 11
MODE:                          PERHIST AUDIT BROWSE
-----
NAME                            SSN

    ORGALEVEL1

    ORGALEVEL2

    ORGALEVEL3

    ORGALEVEL4

    AWARD-GROUP-TEXT

-----
PF1=  HELP                      PF3=  PREV SCREEN          PF5=  MAIN MENU
PF6=  END ACTION                PF11= GO TO                PF12=  END

```

Perhist Audit Browse (Page 8)

```

NEMD000I                      NPPS                      9 OF 11
MODE:                          PERHIST AUDIT BROWSE
-----
NAME                            SSN

EMPL-ADJSTD-BASIC-PAY-AMT      0.00  RETENTION ALLOW              0.00
EMPL-AUO-ANL-AMT               0      EMPL-RTNTN-ALWNC-DATE        0
EMPL-AUO-PCT                   0      EMPL-RTNTN-ALWNC-PCT        0
EMPL-BASIC-PAY-AMT             0.00  SUPER-DIFF                  0.00
EMPL-BONUS-DFRNTL-BASIS-CODE   0      EMPL-SPRVSR-DFRNTL-PCT     0
EMPL-BONUS-RCRTMNT-AMT         0      EMPL-SRVC-AGRMNT-END-DATE  0
EMPL-BONUS-RCRTMNT-PCT         0      EMPL-STFNG-DFRNTL-ANL-AMT  0
EMPL-BONUS-RLCTN-AMT           0      EMPL-STFNG-DFRNTL-PCT      0
EMPL-BONUS-RLCTN-PCT           0      EMPL-TOT-PAY-AMT           0.00
EMPL-FRGN-LNG-ANL-AMT          0      EMPL-TIME-OFF-AWARD-HRS    0.0
EMPL-LCLTY-ADJSTMNT-ANL-AMT    0      EMPL-PRFRMNCE-RTNG-YEAR3-CODE 0
EMPL-LCLTY-ADJSTMNT-IND        0      EMPL-PRFRMNCE-RTNG-YEAR3-YEAR
EMPL-OTHR-PAY-AMT              0

-----
PF1=  HELP                      PF3=  PREV SCREEN          PF5=  MAIN MENU
PF6=  END ACTION                PF11= GO TO                PF12=  END

```

Perhist Audit Browse (Page 9)

```
NEMD000J                      NPPS                      10 OF 11
MODE:                          PERHIST AUDIT BROWSE
-----
NAME                            SSN
-----
EMPL-SCH-BASIC-PAY-AMT          0.00      EMPL-AVLBLTY-PAY-ANL-AMT
EMPL-SCH-ADJUST-BASIC-PAY-AMT    EMPL-SCHDL-LCLTY-ANL-AMT
EMPL-RDCTN-IN-FRC-NTE-DATE      0        EMPL-SCHDL-TOT-PAY-AMT
EMPL-LCTD-INSTLTN-CODE          EMPL-SCHDL-TOT-PAY-AMT
EMPL-CRNT-RTNG-EFCTV-DATE        0        GRADE-RESET-CODE
EMPL-PRIOR1-RTNG-EFCTV-DATE      0        DLT-GRADE-RESET-CODE
EMPL-PRIOR2-RTNG-EFCTV-DATE      0        HIGRADE-RESET-CODE
EMPL-PRIOR3-RTNG-EFCTV-DATE      0        PEFRATC-RESET-CODE
EMPL-SRVC-CMPTN-RTRMNT-DATE      0        PEFRATP1-RESET-CODE
EMPL-AWARD-BDGT-CODE            EMPL-PRFMNC-RTNG-YR3-FLAG
EMPL-FERS-MRA-DATE              0        EMPL-TOA-HRS-YTD-RESET-CODE
EMPL-ARMY-LINE-NMBR-CODE        EMPL-PCA-PAY-ANL-AMT
EMPL-ARMY-PRGRPH-CODE
-----
PF1=  HELP                      PF3=  PREV SCREEN          PF5=  MAIN MENU
PF6=  END ACTION                PF11= GO TO                PF12= END
```

Perhist Audit Browse (Page 10)

```
NEMD000J                      NPPS                      11 OF 11
MODE:                          PERHIST AUDIT BROWSE
-----
NAME                            SSN
-----
EMPL-CRNT-RTNG-PTRN-CODE
EMPL-PRIOR1-RTNG-PTRN-CODE
EMPL-PRIOR2-RTNG-PTRN-CODE
EMPL-PRIOR3-RTNG-PTRN-CODE
CRNT-PTRN-RESET-CODE
PRIOR1-PTRN-RESET-CODE
PRIOR2-PTRN-RESET-CODE
PRIOR3-PTRN-RESET-CODE
-----
PF1=  HELP                      PF3=  PREV SCREEN          PF5=  MAIN MENU
PF6=  END ACTION                PF11= GO TO                PF12= END
```

Perhist Audit Browse (Page 11)

4.2 Payroll

```
COMMAND: _____      N P P S
NAO0000      PAYROLL MAIN MENU - MMPAY
-----
                CENTER ID:      NPPS VERSION:

                ENTER ONE OF THE FOLLOWING SELECTIONS: _

                1 - TIME & ATTENDANCE

                2 - MER

                3 - TABLE PROCESSING

                4 - VOUCHERING

                5 - NON-PERSONNEL ACTION CASH AWARDS

-----
PF1=  HELP                PF5=  MAIN MENU                PF12= END
```

Payroll Main Menu (MMPAY)

DESCRIPTION AND EXECUTION

The Payroll Main Menu (MMPAY) displays the five main components of the Payroll subsystem of NPPS. This subsystem provides the capability to process payroll employee actions and to compute employee pay. These components are grouped into three logical sections for payroll processes: Payroll Actions (MER), Payroll Computations (Time and Attendance and Vouchering), Payroll Table Processing, and Non-personnel Action Cash Award.

4.2.1 Description and Execution - CPO Center

```
COMMAND: _____ N P P S
NAO0000 PAYROLL MAIN MENU - MMPAY
-----
CENTER ID:          NPPS VERSION:
ENTER ONE OF THE FOLLOWING SELECTIONS: _

1 - TIME & ATTENDANCE
2 - MER
3 - TABLE PROCESSING
4 - VOUCHERING
5 - NON-PERSONNEL ACTION CASH AWARDS
-----
PF1=  HELP          PF5=  MAIN MENU          PF12=  END
```

Payroll Main Menu (MMPAY)

When the Payroll Main Menu (MMPAY) is accessed using the CPO USER-ID, CENTER-ID is an open field. The CPO User can switch from one Center to another on this screen by inputting the CENTER-ID. When the cursor is put on the CENTER-ID field and PF1 is used, a window is displayed with a pick list of Centers from NPPS Core Table TINSTAL1.

```
COMMAND: _____ N P P S
NAO0000 PAYROLL MAIN MENU - MMPAY
-----
CENTER ID
ENTER ONE
-----
| ENTER THE NUMBER OF THE SITE |
| YOU WISH TO ACCESS          |
| 1 | 1 1000                   | |
| 2 | 2 2100                   |
| 3 | 3 2200                   |
| 4 | 4 2300                   |
| 5 | 5 2400                   |
| 6 | 6 5100                   |
| 7 | 7 6200                   |
| 8 | 8 6400                   |
| 9 | 9 7200                   |
|10 |10 7600                   |
|-----| SELECTION          |-----|
PF1=  HELP          12=  END
```

Step to Reach Payroll Main Menu

1. At the Main Menu, select 2 - Payroll.

4.2.2 Payroll Actions (MER) Menu

COMMAND: _____	NPPS	
NAO1000	MASTER EMPLOYEE RECORD DATA ENTRY MENU - MMER	2

ENTER ONE OF THE FOLLOWING SELECTIONS: _		
1 - MASTER SELECTION MER MENU 2 - EMPLOYEE LOCATION MENU 3 - CURRENT PP PAY ACTIONS MENU 4 - LEAVE HOURS ADJUSTMENTS MENU 5 - DOLLAR ACCUMULATIONS ADJUSTMENTS MENU 6 - MER CONTROLS AND QUERIES MENU 7 - PAYROLL SUSPENSE MAINTENANCE QUERY 8 - MASS AND GLOBAL TRANSACTIONS MENU 9 - START NEW EMPLOYEE ADD CHAIN		

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU PF12= END

Master Employee Record Data Entry Menu (MMER)

DESCRIPTION AND EXECUTION

The Master Employee Record Data Entry Menu (MMER) is used to select other submenus in order to navigate to the required payroll actions template. For the remainder of the Payroll Actions (MER) section of the UOG, the first option from this menu, Master Selection MER Menu, will be discussed. This menu lists all 60 possible payroll actions on three screens. For further reference, the Master Selection MER Menu screens are displayed on proceeding pages.

Steps to Reach the Master Employee Record Data Entry Menu

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.

COMMAND: _____ NPPS
 NAO1001 MASTER SELECTION MER MENU - MSTM 1 OF 3

 ENTER ONE OF THE FOLLOWING SELECTIONS: ____

DEDUCTIONS		PAY AND DEDUCTIONS ADJUSTMENTS
1 - VOLUNTARY SAVINGS ALLOTMENTS		15 - FLEXIBLE SPENDING ACCOUNT
2 - TSP LOAN REPAYMENT ALLOTMENTS		16 - EARNINGS AND REFUNDS ADJ
3 - BOND DEDUCTIONS		17 - COLA & FOREIGN DIFFERENTIAL
4 - NEBA LIFE INSURANCE		18 -CURRENT TSP ADJUSTMENTS
5 - MILITARY DEPOSIT DEDUCTIONS		19 - EMPLOYEE INSURANCE ADJUSTMENTS
6 - MISCELLANEOUS VOLUNTARY DEDUCTIONS		20 - OTHER DEDUCTIONS ADJUSTMENTS
7 - THRIFT SAVINGS PLAN		21 - LUMP SUM LEAVE/REACTIVATIONS
8 - FEDERAL & STATE TAXES		22 - PCS TRAVEL ADJUSTMENT B/W
9 - CITY & COUNTY TAXES		
10 - BANKRUPTCY PAYMENTS		LEAVE ADJUSTMENTS
11 - INDEBTEDNESS TO U.S.		23 - ANNUAL LEAVE
12 - CHILD SUPPORT PAYMENTS		24 - COMPENSATORY TIME
13 - COMMERCIAL GARNISHMENTS		25 - RELIGIOUS COMP TIME
14 - LONG TERM CARE		

 PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF7= BACKWARD
 PF8= FORWARD PF12= END

Master Selection MER Menu (Page 1)

COMMAND: _____ NPPS
 NAO1001 MASTER SELECTION MER MENU - MSTM 2 OF 3

 ENTER ONE OF THE FOLLOWING SELECTIONS: ____

27 - LEAVE WITHOUT PAY HOURS	38 - YTD EARNINGS & PREM HRS WORKED
28 - RESTORED LEAVE	39 - YTD LEAVE COST
29 - SICK LEAVE	40 - YTD DEDUCTIONS
30 - CONTINUATION OF PAY LEAVE	41 - YTD RETIREMENT ADJUSTMENTS
31 - DONATED ANNUAL LEAVE	42 - YTD DEDUCTIONS TSP
32 - HOME LEAVE	43 - APPOINTMENT LIMITATIONS
33 - OTHER LEAVE USED YTD	44 - TRANSFER IN DATA
34 - TIME OFF AWARDS	
35 - EXTENDED COMPENSATORY TIME	QUERY
	45 - SAVINGS ALLOTMENT SUMMARY
YTD	46 - OLD VERSUS NEW NORMALS
36 - FORMER STATE TAXES	47 - PAY PERIOD YTD ADJUSTMNT
37 - FORMER CITY & COUNTY TAXES	48 - BONDS CONTROL (CONT.)

 PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF7= BACKWARD

Master Selection MER Menu (Page 2)

COMMAND: _____		NPPS	
NA01001	MASTER SELECTION MER MENU - MSTM	3 OF 3	

ENTER ONE OF THE FOLLOWING SELECTIONS: ____			
49 - PAYROLL REGISTER ADJUSTMENTS	61 - TRANSPORTATION FRINGE BENEFITS SUSPEND		
50 - PERSONNEL DATA	62 - PAYROLL SUSPENSE MAINT QUERY		
51 - NEW EMPLOYEE LIST	MASS		
52 - TERMINATED EMPLOYEE LIST	63 - CFC DEDUCTION MASS		
53 - AWARDS CONTROL	64 - T & A DISTRIBUTION MASS		
54 - TOUR OF DUTY NORMALS	65 - NEW PAYBLOCK MASS UPDATE		
55 - PAY PERIOD HISTORY QUERY	66 - DONATED LEAVE MASS		
56 - PAY PERIOD HISTORY	67 - GLOBAL TRANSACTIONS, FIN INST		
MISCELLANEOUS	68 - GLOBAL TRANSACTIONS, TA DIST CDE		
57 - EMPLOYEE T & A DISTRIBUTION	69 - MASS AWARD PROCESSING		
58 - EMP MAILING ADDRESS & NET PAY	70 - MASS EXTENDED COMPENSATORY TIME		
59 - SPOUSAL HEALTH BENEFITS			
60 - STUDENT LOAN REPAYMENT			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

Master Selection MER Menu (Page 3)

Throughout the Payroll Actions section, special sets of functions and PF keys are available. Though not every function and PF key appears on all screens, the complete sets are listed below so that you may become familiar with them.

Use of Functions

- | | |
|---------------|---|
| A=Add Chain | Allows you to add information about a new employee through a series of temporarily linked screens. The linkage ceases to exist when you change the Add function to any other function. |
| C=Change | Allows you to change information about an existing employee. |
| N=Name Search | Allows you to enter an employee's name or partial name and retrieve the SSN. If more than one employee satisfies the name search, a listing of all employees with that name will be displayed on the screen. You may then select the specified employee, and NPPS will enter the SSN on the screen so that you may continue as if you had entered the SSN yourself. |
| R=Retrieve | Allows you to retrieve information from an existing employee's master record so that you may view the information on the screen. Data must be retrieved before it can be changed. |

S=Suspend	Allows you to enter information for an existing employee in advance of the date when you want the information to become part of the master employee record. This information is temporarily placed in the suspense file and will be applied to the employee's record when matured. This date is referred to as the Effective Date. The Effective Date is usually the first day of the pay period in which the action should be applied.
X=Cancel	Allows you to place an "X" in the Cancel field to cancel information pertaining to an existing employee.

Use of PF Keys

The four standard PF keys which appear on most menus and templates are PF1=Help, PF3= Previous Screen, PF5=Main Menu, and PF12=End. Two additional keys which allow you to move between the pages of a template that is composed of more than one screen are PF7=Backward and PF8=Forward.

Four additional keys allow you to query display screens so that you can confirm the results of your payroll actions. These four PF keys are PF2=QALLOT (Savings Allotment Summary), PF4=QNORM (Old vs. New Normals), PF6=QYTDADJ (Pay Period YTD Adjustments), and PF9=QREG (Payroll Register).

Description of Data Processing Results and Output

Most payroll actions result in control reports for normals controls, gross-to-net controls, YTD controls, or allotment controls as well as employee record updates and transaction history updates.

4.2.2.1 *Deductions*

NPPS provides the capability to maintain the employee information necessary to compute the following voluntary and mandatory biweekly deductions from gross earnings.

Voluntary Deductions

- Voluntary Savings Allotments
- TSP Loan Repayment Allotments
- Bond Deductions
- NEBA Life Insurance
- Military Deposit Deductions
- Miscellaneous Voluntary Deductions
- TSP Deductions

Mandatory Deductions

- Federal and State Taxes
- City Taxes
- Bankruptcy Payment
- Indebtedness to the US Government
- Child Support Payments
- Commercial Garnishments

4.2.2.1.1 Voluntary Savings Allotments

* SPECIFY SSN OR FUNCTION = N 'NAME SEARCH'

COMMAND: _____ NPPS
NAO1231 VOLUNTARY SAVINGS ALLOTMENTS - ALLOT

SSN

PAYBLK

FUNC

LAST NAME

FIRST NAME

I

R

ROUTING#

ACCOUNT#

AMOUNT

ACCT

ENTER X

TYPE

TO CANCEL

ALLOTMENT 1 _____
FIN. INST. NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____

ROUTING#

ACCOUNT#

AMOUNT

ACCT

TYPE

ALLOTMENT 2 _____
FIN. INST. NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____

FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND
PF1= HELP PF2= QALLOT PF3= PREV SCREEN PF4= QNORM
PF5= MAIN MENU PF9= QREG PF12= END

Voluntary Savings Allotments (ALLOT)

DESCRIPTION AND EXECUTION

The Voluntary Savings Allotments (ALLOT) template is used to set up and maintain employee deductions for two separate savings allotments.

Steps to Reach Voluntary Saving Allotments

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **1** - Voluntary Savings Allotments.

4.2.2.1.2 TSP Loan Repayment Allotments

COMMAND: _____ NPPS
NAO1232 TSP LOAN REPAYMENT ALLOTMENTS - LOAN

SSN PAYBLK FUNC

LAST NAME FIRST NAME I

LOAN 1

ROUTING# ACCOUNT# ALLOT AMT ACCUM AMT TYPE
X TO
CANCEL

0.00 0.00 -

LOAN 2

ROUTING# ACCOUNT# ALLOT AMT ACCUM AMT CANCEL

0.00 0.00 -

FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND
PF1= HELP PF2= QALLOT PF3= PREV SCREEN PF4= QNORM
PF5= MAIN MENU PF9= QREG PF12= END

TSP Loan Repayment Allotments (LOAN)

DESCRIPTION AND EXECUTION

The TSP Loan Repayment Allotments (LOAN) template is used to set up and maintain employee deductions for two separate allotments for TSP loan repayment. Loan deductions cease automatically when the accumulated amount equals the loan face amount, or when "X" is input into the Type X to Cancel field for each deduction.

Steps to Reach TSP Loan Repayment Allotments

- 1. At the Main Menu, select **2** - Payroll.
- 2. At the Payroll Main Menu, select **2** - MER.
- 3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
- 4. At the Master Selection MER Menu, select **2** - TSP Loan Repayment Allotments.

4.2.2.1.3 Bond Deductions

* NO BOND DATA EXISTS FOR EMPLOYEE

```

COMMAND: _____ NPPS
NAO1233          BOND DEDUCTIONS - BOND
                SSN    PAYBLK  BOND#  FUNC  LAST NAME  FIRST NAME  I
                _____
                R
STATUS:          BOND TO BE PURCHASED:  BOND DATE: 0000  BOND SERIES:
DENOMINATION:    0      REQ DED: 0.00    BALANCE: 0.00
PURCHASE PRICE:  0.00   CUR DED: 0.00    REFUND: 0.00
OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
(1)              (2)              (3)              (4)              (5)
____
(6)              (7)              (8)              (9)              (10)
____
-----
TOTAL #BONDS:    0      TOT REQ DED: 0.00    **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS:   0      TOT CUR DED: 0.00
TOTAL BALANCE:   0.00   TOTAL REFUND: 0.00
-----
FUNC: A= ADD CHN  C= CHANGE  D= DELETE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1= HELP        PF2= OWNERS  PF3= PREV SCREEN  PF4= QNORM
PF5= MAIN MENU    PF9= QREG    PF12= END

```

Bond Deductions (BOND)

```

COMMAND: _____ NPPS
NAO1233B          BOND OWNERS - BOWN
-----
EMPLOYEE SSN:      NAME:
BOND OWNER SSN: 000 00 0000  FUNC: _  BOND:
OWNER NAME: _____
ADDRESS: _____
CITY: _____  STATE: ____  ZIP: ____ - ____
CO-OWNER/BEN CODE: ____
NAME: _____  I.D.: 000 00 0000
-----
OWNER SSN  CODE  CO BEN I.D.  OWNER SSN  CODE  CO BEN I.D.

```

```

-----
FUNCTION:  A= ADD      C= CHANGE  D= DELETE  R= RETRIEVE  S= SUSPEND
PF1= HELP  PF3= PREV SCREEN  PF7= BACKWARD  PF8= FORWARD  PF12= END

```

Bond Owners (BOWN)

DESCRIPTION AND EXECUTION

The Bond Deductions (BOND) template is used to set up and maintain a bond purchase program for an employee. An employee may purchase Series EE or Series I Bonds. Each employee may purchase up to ten bonds. The accompanying Bond Owners (BOWN) template allows for the input and display of complete information regarding the bond owner and co-owner for each bond purchased. You may enter a maximum of ten bonds. Series EE Bonds may be fixed or rotating. Series I Bonds may only be fixed. A fixed bond has only one owner. A rotating bond may have from two to ten owners, but the total number of bond owners the system can handle is limited to ten. A rotating bond is issued to each owner successively beginning with the first owner. The Refund field is used only when a bond deduction is terminating.

Steps to Reach Bond Deductions

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **3** - Bond Deductions.

Note: Bond Owners (BOWN) can only be reached by first accessing a record at the Bond Deductions template and then pressing PF2.

Bond processing allows you to add a bond, change the information for an existing bond, change the information for an existing owner/co-owner combination, delete a bond, and delete an inactive owner/co-owner combination. Each of these functions is illustrated in the following examples.

* NO BOND OWNERS ESTABLISHED YET

```

COMMAND: _____ NPPS
NAO1233          BOND DEDUCTIONS - BOND
      SSN      PAYBLK  BOND#  FUNC   LAST NAME      FIRST NAME  I
      100 00 0056  01    1_    C      JONES          ERICK      L
STATUS:          BOND TO BE PURCHASED:      BOND DATE: 0000 BOND SERIES:
DENOMINATION:    100      REQ DED: 10.00      BALANCE: 0.00
PURCHASE PRICE: 0.00      CUR DED: 0.00      REFUND: 0.00
OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
      (1)          (2)          (3)          (4)          (5)
      100000056          _____          _____          _____
      POD          _____          _____          _____          _____
      (6)          (7)          (8)          (9)          (10)
      _____          _____          _____          _____          _____
-----
TOTAL #BONDS:    0          TOT REQ DED: 0.00      **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS:   0          TOT CUR DED: 0.00
TOTAL BALANCE:   0.00      TOTAL REFUND: 0.00
-----
FUNC: A= ADD CHN C= CHANGE D= DELETE N= NAME SEARCH R= RETRIEVE S= SUSPEND
PF1=  HELP      PF2= OWNERS      PF3= PREV SCREEN      PF4= QNORM
PF5=  MAIN MENU  PF9= QREG        PF12= END

```

Adding a Fixed Bond (Page 1)

Steps to Add a Fixed Bond

In the first example, a fixed bond was added for Erick Jones. Since Mr. Jones did not have any bonds established, this bond is bond number 1. Mr. Jones is the owner and his son, James, is the beneficiary. NPPS generated an ID for James which is part of the owner/beneficiary combination for this bond. The bond denomination is \$100 and the required deduction is \$10.00 per pay period.

1. Navigate to the bond template. Enter the SSN of the employee who wants to add a fixed bond and the bond number; you must choose a number which is not already assigned. Refer to the All Bond # Assigned area in order to view which bond numbers are already assigned. Press **ENTER**. NPPS will display the message, NO BOND OWNERS ESTABLISHED YET.
2. Change the FUNC to "C" for change. If you are adding the bond via the new employee add chain, you may leave the function as "A" for add chain. Enter EE for Series EE Bonds. Enter I followed by a space for Series I Bonds. Enter the Denomination, Required Deduction, and owner SSN. If the employee has identified a co-owner or beneficiary, you must enter a code immediately below the owner SSN. The code for co-owner is "OR" and the code for beneficiary is "POD." Then you may enter the SSN of the co-owner beneficiary in the blank to the right of the co-owner beneficiary code. If you do not know the SSN of the co-owner beneficiary, you may generate your own installation-unique ID number (which should have at least three leading zeros so as not to be confused with a valid SSN) or you can leave this item blank. If you do not enter a co-owner beneficiary SSN or ID, NPPS generates an ID for you. You will view this system-generated ID when you proceed to the Bond Owner template. You must enter a

deduction of at least \$3.75 and you must have at least one bond owner for each bond. Press **ENTER**.

```

* NEW BOND OWNER READY FOR ADD
COMMAND: _____ NPPS
NAO1233 _____ BOND OWNERS - BOWN
-----
EMPLOYEE SSN: 100 00 0060 NAME: JONES ERICK L
BOND OWNER SSN: 100 00 0056 FUNC: A BOND: 1
OWNER NAME: ERICK JONES
ADDRESS: 1000 SEA HAWK LANE
CITY: WEBSTER STATE: TX ZIP: 77598
CO-OWNER/BEN CODE: POD
NAME: JAMES JONES I.D.: 000 00 0001
-----
OWNER SSN CODE CO BEN I.D. OWNER SSN CODE CO BEN I.D.
-----
FUNCTION: A= ADD C= CHANGE D= DELETE R= RETRIEVE S= SUSPEND
PF1= HELP PF3= PREV PF7= BKWD PF8= FRWD PF9= SCROLL ALL PF12= END

```

Adding a Fixed Bond (Page 2)

3. NPPS displays the Bond Owner template with the message, NEW BOND OWNER READY TO ADD. Enter the owner name, street address, city, state, and zip. Also enter the name of the co-owner beneficiary if you indicated one on the Bond template. Note that the co-owner beneficiary code is automatically displayed by NPPS. In addition, NPPS automatically displays the SSN or ID you entered for the co-owner beneficiary. If you did not enter a SSN or ID, NPPS now displays the ID it automatically generated for you. Press **ENTER**. NPPS displays the new owner/co-owner beneficiary combination at the bottom of the screen and you receive the message, ALL CHANGES HAVE BEEN MADE....PRESS ENTER TO COMPLETE UPDATE.

COMMAND: _____ NPPS
NAO9201 BOWN MULTIPLE MESSAGE DISPLAY

SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I
100 00 0056	01	R	JONES_____	ERICK_____	L

* PAYBLOCK 01 SSN 100-00-0056 CHANGED IN MASTER EMPLOYEE RECORD
* NORMAL RECALCULATION HAS BEEN DONE

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		
PF4= QNORM	PF9= QREG		

Adding a Fixed Bond (Page 3)

4. NPPS displays the Bond Owner Multiple Message screen which states that the employees master record has been updated and the normal recalculations have been done. You may view the QNORM template in order to confirm that the recalculations have been performed. Press **PF3** if you want to view the Bond template.

```

COMMAND: _____ NPPS
NAO1233 BOND DEDUCTIONS - BOND
      SSN   PAYBLK  BOND#  FUNC  LAST NAME  FIRST NAME  I
      100 00 0056   01    1_    R    JONES_____ ERICK_____ L
STATUS:      BOND TO BE PURCHASED:      BOND DATE: 0000 BOND SERIES:
DENOMINATION: 100      REQ DED: 10.00      BALANCE: 0.00
PURCHASE PRICE: 50.00      CUR DED: 0.00      REFUND: 0.00
OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
      (1)      (2)      (3)      (4)      (5)
      100000056      _____      _____      _____      _____
      POD 000000001      _____      _____      _____      _____
      (6)      (7)      (8)      (9)      (10)
      _____      _____      _____      _____      _____
-----
TOTAL #BONDS: 1      TOT REQ DED: 10.00      **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS: 1      TOT CUR DED: 0.00      1
TOTAL BALANCE: 0.00      TOTAL REFUND: 0.00
-----
FUNC: A= ADD CHN  C= CHANGE  D= DELETE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1=  HELP      PF2= OWNERS      PF3= PREV SCREEN      PF4= QNORM
PF5=  MAIN MENU  PF9= QREG      PF12= END

```

Adding a Fixed Bond (Page 4)

5. The Bond template displays the newly added bond. NPPS automatically calculates the Purchase Price for Series EE bonds. The purchase price for Series I bonds is the same as the denomination amount. Any co-owner beneficiary ID automatically generated by NPPS is displayed on the Bond template. In addition, the Total Number of Series EE and Series I Bonds, Total Required Deductions, Total Number of Owner/Co-owner Beneficiary combinations, and All Bond Number Assigned fields are updated.

Steps to Add a Rotating Bond

Series I bonds cannot have rotating owners. In the following example, a rotating bond was added for Erick Jones. Since Mr. Jones had a bond assigned the number 1, this bond is bond number 2. Mr. Jones is the owner and his three grandchildren are the co-owners. As a result, this bond has three owner/co-owner combinations. The bond denomination is \$50 and the required deduction is \$25.00 per pay period. Each pay period, one bond will be purchased for the owner/co-owner combination in the position marked as "1." During initialization, the owner/co-owner combination which received the bond for the prior pay period, will rotate to the end of the line and each additional owner/co-owner combination will move forward one position. The rotation does not occur until the owner/co-owner combination in position 1 receives a bond and the bond is not attached to a given owner/co-owner combination until it is purchased. Therefore, the outstanding balance of a cancelled bond always belongs to the employee.

```

* NO BOND OWNERS ESTABLISHED YET

COMMAND: _____ NPPS
NAO1233 BOND DEDUCTIONS - BOND

      SSN   PAYBLK  BOND#  FUNC  LAST NAME  FIRST NAME  I
100 00 0056 01    2_    C    JONES_____ ERICK_____ L
STATUS: BOND TO BE PURCHASED: BOND DATE: 0000 BOND SERIES:
DENOMINATION: 50 REQ DED: 25.00 BALANCE: 0.00
PURCHASE PRICE: 0.00 CUR DED: 0.00 REFUND: 0.00
OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
(1) (2) (3) (4) (5)
1000000056 1000000056 1000000056 _____
OR_ 1000000100 OR_ 1000000200 OR_ 1000000300 _____
(6) (7) (8) (9) (10)
_____
-----
TOTAL #BONDS: 1 TOT REQ DED: 10.00 **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS: 1 TOT CUR DED: 0.00 1
TOTAL BALANCE: 0.00 TOTAL REFUND: 0.00
-----
FUNC: A= ADD CHN C= CHANGE D= DELETE N= NAME SEARCH R= RETRIEVE S= SUSPEND
PF1= HELP PF2= OWNERS PF3= PREV SCREEN PF4= QNORM
PF5= MAIN MENU PF9= QREG PF12= END

```

Adding a Rotating Bond (Page 1)

1. Navigate to the bond template. Enter the SSN of the employee and the bond number. Press **ENTER**. NPPS will display the message, NO BOND OWNERS ESTABLISHED YET.
2. Change the FUNC to "C." If you are adding the bond via the new employee add chain, you may leave the function as "A" for add chain. Enter the Denomination, Required Deduction, and owner SSN for each owner/co-owner beneficiary combination. If the employee has identified a co-owner or beneficiary for one or more of the owner(s), you must enter a code immediately below the corresponding owner SSN. The code for co-owner is "OR" and the code for beneficiary is "POD." Then enter the SSN of the co-owner beneficiary in the blank to the right of the co-owner beneficiary code.

(For further details, see Steps to Adding a Fixed Bond.) You must enter a deduction of at least \$3.75 and you must have at least one bond owner for each bond. Press **ENTER**.

```

* ADDRESS FOR OWNER 100000056 HAS BEEN ADDED
* ALL CHANGES HAVE BEEN MADE....PRESS ENTER TO COMPLETE UPDATE
COMMAND: _____ NPPS
NAO1233 BOND OWNERS - BOWN
-----
EMPLOYEE SSN: 100 00 0056 NAME: JONES ERICK L
BOND OWNER SSN: 100 00 0056 FUNC: A BOND: 2
OWNER NAME: ERICK JONES
ADDRESS: 1000 SEA HAWK LANE
CITY: WEBSTER STATE: TX ZIP: 77598
CO-OWNER/BEN CODE: OR_
NAME: JANE JONES I.D.: 100 00 0300
-----
OWNER SSN CODE CO BEN I.D. OWNER SSN CODE CO BEN I.D.
100-00-0056 POD 000-00-0001 100-00-0056 OR 100-00-0100
100-00-0056 OR 100-00-0200 100-00-0056 OR 100-00-0300
-----
FUNCTION: A= ADD C= CHANGE D= DELETE R= RETRIEVE S= SUSPEND
PF1= HELP PF3= PREV PF7= BKWD PF8= FRWD PF9= SCROLL ALL PF12= END

```

Adding a Rotating Bond (Page 2)

3. NPPS displays the Bond Owner template for the owner/co-owner combination you enter in position one. Enter the owner name, street address, city, state, and zip. Also enter the name of the co-owner beneficiary if you indicated one on the Bond template. Note that the co-owner beneficiary code is automatically displayed by NPPS. In addition, NPPS automatically displays the SSN or ID you entered for the co-owner beneficiary. Press **ENTER**. NPPS automatically displays the next owner/co-owner combination you specified and you must supply the same types of information you provided for the first owner co-owner combination. The process continues until you have provided the required information for all the owner/co-owner combinations identified on the Bond template. As each new combination is added, NPPS displays the new owner/co-owner beneficiary combination at the bottom of the screen. After the data for each owner co-owner combination is entered, the message ALL CHANGES HAVE BEEN MADE....PRESS ENTER TO COMLETE UPDATES will be displayed. When the data for the last owner co-owner combination has been made, the updates will be completed.

```
COMMAND: _____ NPPS
NAO9201          BOWN MULTIPLE MESSAGE DISPLAY

      SSN      PAYBLK      FUNC      LAST NAME      FIRST NAME      I
100 00 0056      01          R      JONES_____      ERICK_____      L

*   PAYBLOCK 01 SSN 100-00-0056 CHANGED IN MASTER EMPLOYEE RECORD
*   NORMAL RECALCULATION HAS BEEN DONE

PF1=  HELP      PF3=  PREV SCREEN      PF5=  MAIN MENU      PF7=  BACKWARD
PF8=  FORWARD    PF12= END
PF4=  QNORM      PF9=  QREG
```

Adding a Rotating Bond (Page 3)

4. NPPS displays the Bond Owner Multiple Message screen which states that the employees master record has been updated and the norm recalculations have been done. You may view the QNORM template in order to confirm that the recalculations have been performed. Press **PF3** if you want to view the Bond template.

```

COMMAND: _____ NPPS
NAO1233 BOND DEDUCTIONS - BOND
      SSN   PAYBLK  BOND#  FUNC  LAST NAME  FIRST NAME  I
100 00 0056  01    2_    C    JONES_____  ERICK_____ L
STATUS:      BOND TO BE PURCHASED:      BOND DATE: 0000 BOND SERIES:
DENOMINATION: 50      REQ DED: __25.00  BALANCE: 0.00
PURCHASE PRICE: 25.00  CUR DED: 0.00  REFUND: __0.00
OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
      (1)      (2)      (3)      (4)      (5)
1000000056  1000000056  1000000056  _____  _____
OR_ 100000100 OR_ 100000200 OR_ 100000300  _____  _____
      (6)      (7)      (8)      (9)     (10)
_____  _____  _____  _____  _____
-----
TOTAL #BONDS: 0      TOT REQ DED: 35.00  **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS: 4      TOT CUR DED: 0.00  1 2
TOTAL BALANCE: 0.00  TOTAL REFUND: 0.00
-----
FUNC: A= ADD CHN  C= CHANGE  D= DELETE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1= HELP        PF2= OWNERS  PF3= PREV SCREEN  PF4= QNORM
PF5= MAIN MENU   PF9= QREG    PF12= END

```

Adding a Rotating Bond (Page 4)

- The Bond template displays the newly added bond. NPPS automatically calculates the Purchase Price. Any co-owner beneficiary IDs automatically generated by NPPS are displayed on the Bond template. In addition, the Total Number of Series EE and Series I Bonds, Total Required Deductions, Total Number of Owner/Co-owner Beneficiary combinations, and All Bond Numbers Assigned fields are updated.

BOND UPDATES WHICH NPPS PERFORMS DURING T&A PROCESSING

When Mr. Jones' T&A is processed, NPPS updates the Bond template to indicate that he now has a Total Current Bond Deduction of \$35.00 with an Total Balance of \$10.00. The \$25.00 difference is applied to the purchase of one number 2 bond for the first owner/co-owner combination.

```

COMMAND: _____ NPPS
NAO1233              BOND DEDUCTIONS - BOND
      SSN    PAYBLK  BOND#  FUNC   LAST NAME      FIRST NAME  I
    100 00 0056    01    2_    R      JONES_____  ERICK_____ L
STATUS:          BOND TO BE PURCHASED: YES  BOND DATE: 1289  BOND SERIES:
DENOMINATION:    50          REQ DED: 25.00  BALANCE:    0.00
PURCHASE PRICE: 25.00    CUR DED: 25.00  REFUND:    0.00
  OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
    (1)          (2)          (3)          (4)          (5)
  100000056      100000056      100000056      _____
OR_ 100000100  OR_ 100000200  OR_ 100000300  _____
    (6)          (7)          (8)          (9)          (10)
  _____
-----
TOTAL #BONDS:    0      TOT REQ DED:    35.00  **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS:   4      TOT CUR DED:    35.00    1  2
TOTAL BALANCE:  10.00  TOTAL REFUND:    0.00
-----
FUNC: A= ADD CHN  C= CHANGE  D= DELETE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1=  HELP      PF2= OWNERS   PF3= PREV SCREEN  PF4= QNORM
PF5= MAIN MENU  PF9= QREG    PF12= END

```

Bond Updates and Purchases

- After you enter the T&A for each employee, NPPS reviews all the bonds in order to calculate the Total Current Bond Deduction for the pay period. This total should be identical to the Total Required Bond Deduction. The only exception occurs when NPPS finds that the employee's total pay amount is less than the Total Required Bond Deduction. In this case, NPPS sets the Total Current Bond Deduction to zero and does not make any bond deduction for the current pay period. In addition, NPPS updates the Total Balance for all outstanding bond deductions waiting to be applied to the future purchase of a bond.
- When the T&A for each employee is entered, NPPS looks at the purchase price of each Series EE bond and decides whether the bond balance is 50 percent or more of the purchase price. If the balance is 50 percent or more of the purchase price, NPPS assigned the current month and year to the Series EE bond in the Bond Date field.
- For Series I Bonds, when the T&A for each employee is entered, NPPS looks at the purchase price of each Series I bond and decides whether the bond balance is 50 percent or more of the purchase price. If the balance is 50 percent or more of the purchase price, NPPS assigns the current month and year to the Series I bond in the Bond Date field.

4. When the T&A for each employee is entered, NPPS looks at the purchase price of each bond and decides whether a bond is to be purchase based on the required deduction and/or the bond balance amount. If a bond should be purchased, NPPS enters "Yes" in the Bond To Be Purchased field.

BOND ROTATION

During initialization, if the bond is Series EE the second owner/co-owner combination for Mr. Jones' number 2 bond moves into the first position. Likewise, the third combination moves into position number two. The combination that received the bond purchase in the previous pay period moves into the third and final position. The rotation will continue in this manner until Mr. Jones chooses to change or delete this bond.

```

COMMAND: _____ NPPS
NAO1233          BOND DEDUCTIONS - BOND
      SSN      PAYBLK  BOND#  FUNC   LAST NAME      FIRST NAME  I
100 00 0056    01     2_    R      JONES_____    ERICK____  L
STATUS:          BOND TO BE PURCHASED:      BOND DATE: 0000  BOND SERIES:
DENOMINATION:    50      REQ DED: 25.00  BALANCE: 0.00
PURCHASE PRICE: 25.00    CUR DED: 0.00  REFUND: 0.00
OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
(1)      (2)      (3)      (4)      (5)
1000000056    1000000056    1000000056    _____
OR_ 100000200  OR_ 100000300  OR_ 100000100  _____
(6)      (7)      (8)      (9)      (10)
_____
-----
TOTAL #BONDS:    2      TOT REQ DED: 35.00  **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS:   4      TOT CUR DED: 0.00   1 2
TOTAL BALANCE: 10.00  TOTAL REFUND: 0.00
-----
FUNC: A= ADD CHN  C= CHANGE  D= DELETE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1=  HELP       PF2= OWNERS   PF3= PREV SCREEN  PF4= QNORM
PF5= MAIN MENU   PF9= QREG    PF12= END

```

Bond Rotation

During initialization, if the bond is Series EE NPPS looks at each rotating bond and determines whether or not a bond was purchased during the prior pay period. If the owner/co-owner combination in the first position did receive a bond, this combination rotates to the end of the line and each additional owner/co-owner combination will move forward one position. The rotation does not occur until the owner/co-owner combination in position number 1 receives a bond and the bond is not attached to a given owner/co-owner combination until it is purchased. Therefore, the outstanding balance of a canceled bond always belongs to the employee.

STEPS TO CHANGE A BOND

In the following example, Mr. Jones decides to increase the Required Deduction for bond number 1. The original deduction was \$10.00 and he wants the deduction to increase to \$20.00 per pay period. As a result of this change, Mr. Jones' Total Required Bond Deduction (per pay period) becomes \$45.00.

```

COMMAND: _____ NPPS
NAO1233          BOND DEDUCTIONS - BOND
      SSN      PAYBLK  BOND#  FUNC   LAST NAME      FIRST NAME  I
      100 00 0056    01    1_    C      JONES_____ ERICK____  L
STATUS:          BOND TO BE PURCHASED:      BOND DATE: 0000 BOND SERIES:
DENOMINATION: 100      REQ DED: __20.00      BALANCE: 10.00
PURCHASE PRICE: 50.00      CUR DED: 0.00      REFUND: __0.00
  OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
      (1)          (2)          (3)          (4)          (5)
1000000056      _____      _____      _____      _____
POD 0000000001  _____      _____      _____      _____
      (6)          (7)          (8)          (9)          (10)
      _____      _____      _____      _____      _____
-----
TOTAL #BONDS: 2      TOT REQ DED: 35.00      **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS: 4      TOT CUR DED: 0.00      1 2
TOTAL BALANCE: 10.00      TOTAL REFUND: 0.00
-----
FUNC: A= ADD CHN  C= CHANGE  D= DELETE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1=  HELP        PF2= OWNERS   PF3= PREV SCREEN  PF4= QNORM
PF5= MAIN MENU    PF9= QREG     PF12= END

```

Changing a Bond (Page 1)

1. Navigate to the bond template. Enter the SSN of the employee and the number of the bond to be changed. Press **ENTER**. NPPS will display the current information for the bond.
2. Change the FUNC to **C**. Enter the desired changes. Press **ENTER**.

COMMAND: _____ NPPS
NAO9201 BOWN MULTIPLE MESSAGE DISPLAY

SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I
100 00 0056	01	R	JONES_____	ERICK_____	L

* PAYBLOCK 01 SSN 100-00-0056 CHANGED IN MASTER EMPLOYEE RECORD
* NORMAL RECALCULATION HAS BEEN DONE

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		
PF4= QNORM	PF9= QREG		

Changing a Bond (Page 2)

- NPPS displays the Bond Owner Multiple Message screen which states that the employees master record has been updated and the normal recalculations have been done. You may view the QNORM template in order to confirm that the recalculations have been performed. Press **PF3** if you want to view the Bond template.

```

COMMAND: _____ NPPS
NAO1233 BOND DEDUCTIONS - BOND
      SSN   PAYBLK  BOND#  FUNC  LAST NAME  FIRST NAME  I
      100 00 0056   01    1_    R    JONES_____ ERICK_____ L
STATUS:      BOND TO BE PURCHASED:      BOND DATE: 0000 BOND SERIES:
DENOMINATION: 100      REQ DED: __20.00  BALANCE: 10.00
PURCHASE PRICE: 50.00  CUR DED: 0.00  REFUND: __0.00
OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
      (1)      (2)      (3)      (4)      (5)
      100000056      _____      _____      _____      _____
      POD 000000001  _____      _____      _____      _____
      (6)      (7)      (8)      (9)      (10)
      _____      _____      _____      _____      _____
-----
TOTAL #BONDS: 2      TOT REQ DED: 45.00  **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS: 4      TOT CUR DED: 0.00  1 2
TOTAL BALANCE: 10.00  TOTAL REFUND: 0.00
-----
FUNC: A= ADD CHN  C= CHANGE  D= DELETE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1= HELP      PF2= OWNERS      PF3= PREV SCREEN      PF4= QNORM
PF5= MAIN MENU  PF9= QREG      PF12= END

```

Changing a Bond (Page 3)

4. The Bond template displays the changed bond. If appropriate, NPPS automatically recalculates the Purchase Price. In addition, the Total Number of Bonds, Total Required Deductions, Total Number of Owner/Co-owner Beneficiary combinations, and All Bond Numbers Assigned fields are updated.

STEPS TO CHANGE A BOND OWNER

In the example below, Mr. Jones decides to add his son's middle name to the information on the Bond Owner template for bond number 1.

```
COMMAND: _____ NPPS
NAO1233          BOND DEDUCTIONS - BOND
      SSN      PAYBLK  BOND#  FUNC   LAST NAME      FIRST NAME  I
      100 00 0056    01    1_    R      JONES_____  ERICK_____ L
STATUS:          BOND TO BE PURCHASED:      BOND DATE: 0000 BOND SERIES:
DENOMINATION: 100      REQ DED: __20.00      BALANCE: 10.00
PURCHASE PRICE: 50.00      CUR DED: 0.00      REFUND: __0.00
  OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
      (1)          (2)          (3)          (4)          (5)
      100000056      _____      _____      _____      _____
      POD 000000001  _____      _____      _____      _____
      (6)          (7)          (8)          (9)          (10)
      _____      _____      _____      _____      _____
-----
TOTAL #BONDS: 2      TOT REQ DED: 45.00      **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS: 4      TOT CUR DED: 0.00      1 2
TOTAL BALANCE: 10.00      TOTAL REFUND: 0.00
-----
FUNC: A= ADD CHN  C= CHANGE  D= DELETE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1=  HELP      PF2= OWNERS    PF3= PREV SCREEN  PF4= QNORM
PF5=  MAIN MENU  PF9= QREG      PF12= END
```

Changing a Bond Owner (Page 1)

1. Navigate to the bond template. Enter the SSN of the employee and any assigned bond number. Press **ENTER**. NPPS displays the information regarding this bond. Press **PF2**.

```

COMMAND: _____ NPPS
NAO1233 BOND OWNERS - BOWN
-----
EMPLOYEE SSN: 100 00 0056 NAME: JONES ERICK L
BOND OWNER SSN: 100 00 0056 FUNC: C BOND: 1
OWNER NAME: ERICK JONES
ADDRESS: 1000 SEA HAWK LANE
CITY: WEBSTER STATE: TX ZIP: 77598
CO-OWNER/BEN CODE: POD
NAME: JAMES ALFRED JONES I.D.: 000 00 0001
-----
OWNER SSN CODE CO BEN I.D. OWNER SSN CODE CO BEN I.D.
100-00-0056 POD 000-00-0001 100-00-0056 OR 100-00-0100
100-00-0056 OR 100-00-0200 100-00-0056 OR 100-00-0300
-----
FUNCTION: A= ADD C= CHANGE D= DELETE R= RETRIEVE S= SUSPEND
PF1= HELP PF3= PREV PF7= BKWD PF8= FRWD PF9= SCROLL ALL PF12= END

```

Changing a Bond Owner (Page 2)

- NPPS displays the Bond Owner template. All owner/co-owner combinations are listed at the bottom of the screen. The first owner/co-owner combination for the bond number being processed will be displayed. Use the **PF8** key to navigate to the combination you want to change. If the combination you want to change is not linked to the current bond number, press **PF9** to scroll all owners. The bond number will change to ALL to remind you that all owners are available. Enter a FUNC of **C** and change the desired information. Press **ENTER**

```

* ADDRESS FOR OWNER 100000056 HAS BEEN CHANGED
* ALL CHANGES HAVE BEEN MADE....PRESS ENTER TO COMPLETE UPDATE
COMMAND: _____ NPPS
NAO1233 BOND OWNERS - BOWN
-----
EMPLOYEE SSN: 100 00 0056 NAME: EASTWOOD CLINT
BOND OWNER SSN: 100 00 0056 FUNC: C BOND: 1
OWNER NAME: ERICK JONES_____
ADDRESS: 1000 SEA HAWK LANE_____
_____
CITY: WEBSTER_____ STATE: TX_ ZIP: 77598 0000

CO-OWNER/BEN CODE: POD
NAME: JAMES ALFRED JONES_____ I.D.: 000 00 0001
-----
OWNER SSN CODE CO BEN I.D. OWNER SSN CODE CO BEN I.D.
100-00-0056 POD 000-00-0001 100-00-0056 OR 100-00-0100
100-00-0056 OR 100-00-0200 100-00-0056 OR 100-00-0300
-----
FUNCTION: A= ADD C= CHANGE D= DELETE R= RETRIEVE S= SUSPEND
PF1= HELP PF3= PREV PF7= BKWD PF8= FRWD PF9= SCROLL ALL PF12= END

```

Changing a Bond Owner (Page 3)

3. NPPS displays the message, ALL CHANGES HAVE BEEN MADE...PRESS ENTER TO COMPLETE UPDATE.

STEPS TO DELETE A BOND

In the following example, Mr. Jones decides to delete his fixed bond (i.e., bond number 1). His bond receives a status of Delete. The balance of \$10.00 for this bond is converted into a refund by NPPS automatically. In addition, NPPS automatically zeros out the Balance and Total Balance fields. The Total Required Deduction is reduced by \$20.00 accordingly.

The bond may be reinstated using the add function throughout this entire pay period. If the bond is not reinstated, it will be purged during initialization. Since the corresponding bond owner/co-owner beneficiary combination is not used by any other bond, it will also be purged during initialization. However, the owner/co-owner beneficiary combination may not be deleted until initialization because the bond may be reinstated throughout the entire pay period.

```

COMMAND: _____ NPPS
NAO1233          BOND DEDUCTIONS - BOND
      SSN      PAYBLK  BOND#  FUNC  LAST NAME  FIRST NAME  I
100 00 0056    01      1_   D      JONES      ERICK      L
STATUS:          BOND TO BE PURCHASED:      BOND DATE: 0000 BOND SERIES:
DENOMINATION: 100      REQ DED: 20.00      BALANCE: 10.00
PURCHASE PRICE: 50.00      CUR DED: 0.00      REFUND: 0.00
  OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
    (1)          (2)          (3)          (4)          (5)
1000000056      _____
POD 000000001  _____
    (6)          (7)          (8)          (9)          (10)
_____
-----
TOTAL #BONDS: 2      TOT REQ DED: 45.00      **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS: 4      TOT CUR DED: 0.00      1 2
TOTAL BALANCE: 10.00      TOTAL REFUND: 0.00
-----
FUNC: A= ADD CHN  C= CHANGE D= DELETE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1=  HELP      PF2= OWNERS      PF3= PREV SCREEN      PF4= QNORM
PF5= MAIN MENU  PF9= QREG      PF12= END

```

Deleting a Bond (Page 1)

1. Navigate to the bond template. Enter the SSN of the employee and the number of the bond to be deleted. Press **ENTER**. NPPS will display the current information for the bond.
2. Change the FUNC to **D**. Press **ENTER**.

```
COMMAND: _____ NPPS
NAO9201          BOWN MULTIPLE MESSAGE DISPLAY

      SSN      PAYBLK      FUNC      LAST NAME      FIRST NAME      I
100 00 0056      01          R      JONES_____      ERICK_____      L

*   PAYBLOCK 01 SSN 100-00-0056 CHANGED IN MASTER EMPLOYEE RECORD
*   NORMAL RECALCULATION HAS BEEN DONE

PF1=  HELP      PF3=  PREV SCREEN      PF5=  MAIN MENU      PF7=  BACKWARD
PF8=  FORWARD    PF12= END
PF4=  QNORM      PF9=  QREG
```

Deleting a Bond (Page 2)

3. NPPS displays the Bond Owner Multiple Message screen which states that the employees master record has been updated and the normal recalculations have been done. You may view the QNORM template in order to confirm that the recalculations have been performed. Press **PF3** if you want to view the Bond template.


```

COMMAND: _____ NPPS
NAO1233 BOND DEDUCTIONS - BOND
      SSN   PAYBLK  BOND#  FUNC  LAST NAME  FIRST NAME  I
      100 00 0056   01    1_    R    JONES_____ ERICK_____ L
STATUS:      BOND TO BE PURCHASED:      BOND DATE: 0000 BOND SERIES:
DENOMINATION: 100      REQ DED: __20.00  BALANCE: 0.00
PURCHASE PRICE: 50.00  CUR DED: 0.00  REFUND: __10.00
OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
      (1)      (2)      (3)      (4)      (5)
      100000056      _____      _____      _____      _____
      POD 000000001  _____      _____      _____      _____
      (6)      (7)      (8)      (9)      (10)
      _____      _____      _____      _____      _____
-----
TOTAL #BONDS: 2      TOT REQ DED: 25.00  **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS: 4      TOT CUR DED: 0.00  1 2
TOTAL BALANCE: 0.00  TOTAL REFUND: 0.00
-----
FUNC: A= ADD CHN  C= CHANGE  D= DELETE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1= HELP      PF2= OWNERS      PF3= PREV SCREEN      PF4= QNORM
PF5= MAIN MENU  PF9= QREG      PF12= END

```

Deleting a Bond (Page 3)

4. The Bond template displays the bond status as Delete. Any outstanding Balance has been converted to a Refund. In addition, Total Required Deductions has been reduced by the Required Deduction amount for the deleted bond.

Since you may reinstate the bond at any time during the current pay period, the Total Number of Owner/Co-owner Beneficiary combinations, the All Bond Number Assigned and the Total Number of Bonds fields are not updated until you initialize for the next pay period. Accordingly, you may not delete the corresponding owner/co-owner beneficiary combination for a fixed bond. In addition, you may not delete all the owner/co-owner beneficiary combinations for a rotating bond.

STEPS TO DELETE AN INACTIVE OWNER

In the following example, Mr. Jones decides to remove his third grandchild from the rotating bond. However, he wants every other aspect of the bond to remain the same.

COMMAND: _____		NPPS				
NAO1233		BOND DEDUCTIONS - BOND				
SSN	PAYBLK	BOND#	FUNC	LAST NAME	FIRST NAME	I
100 00 0056	01	2_	R	JONES_____	ERICK__	L
STATUS		BOND TO BE PURCHASED:		BOND DATE: 0000		BOND SERIES:
DENOMINATION: 50		REQ DED: __25.00		BALANCE: 0.00		
PURCHASE PRICE: 25.00		CUR DED: 0.00		REFUND: __0.00		
OWNER SSN / CODE (OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)						
(1)	(2)	(3)	(4)	(5)		
1000000056	1000000056	1000000056				
OR 000000001	OR_ 100000200	OR_ 100000300				
(6)	(7)	(8)	(9)	(10)		

TOTAL #BONDS: 2		TOT REQ DED: 25.00		**** ALL BOND # ASSIGNED ****		
TOTAL #OWNERS: 4		TOT CUR DED: 0.00		1 2		
TOTAL BALANCE: 0.00		TOTAL REFUND: 0.00				

FUNC: A= ADD CHN C= CHANGE D= DELETE N= NAME SEARCH R= RETRIEVE S= SUSPEND						
PF1= HELP		PF2= OWNERS		PF3= PREV SCREEN		PF4= QNORM
PF5= MAIN MENU		PF9= QREG		PF12= END		

Deleting an Inactive Owner (Page 1)

1. Navigate to the bond template. Enter the SSN of the employee and the number of the bond to be changed. Press **ENTER**. NPPS will display the current information for the bond.

```

COMMAND: _____ NPPS
NAO1233 BOND DEDUCTIONS - BOND
      SSN   PAYBLK  BOND#  FUNC  LAST NAME  FIRST NAME  I
100 00 0056  01    2_    C    JONES_____  ERICK_____  L
STATUS:      BOND TO BE PURCHASED:      BOND DATE: 0000 BOND SERIES:
DENOMINATION: 50      REQ DED: __25.00  BALANCE: 0.00
PURCHASE PRICE: 25.00  CUR DED: 0.00  REFUND: __0.00
OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
      (1)      (2)      (3)      (4)      (5)
1000000056  1000000056  _____  _____  _____
OR 000000001  OR_ 100000200  _____  _____  _____
      (6)      (7)      (8)      (9)      (10)
_____  _____  _____  _____  _____
-----
TOTAL #BONDS: 2      TOT REQ DED: 25.00  **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS: 4      TOT CUR DED: 0.00  1 2
TOTAL BALANCE: 0.00  TOTAL REFUND: 0.00
-----
FUNC: A= ADD CHN  C= CHANGE  D= DELETE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1= HELP        PF2= OWNERS  PF3= PREV SCREEN  PF4= QNORM
PF5= MAIN MENU   PF9= QREG    PF12= END

```

Deleting an Inactive Owner (Page 2)

- Change the FUNC to **C**. Blank out the information for the owner/co-owner beneficiary combination you want to delete. You may delete all but one of the combinations for a rotating bond. You may not delete the only combination for a fixed bond. Press **ENTER**.

```
COMMAND: _____ NPPS
NAO9201          BOWN MULTIPLE MESSAGE DISPLAY

      SSN      PAYBLK      FUNC      LAST NAME      FIRST NAME      I
100 00 0056      01          R      JONES_____      ERICK_____      L

*   PAYBLOCK 01 SSN 100-00-0056 CHANGED IN MASTER EMPLOYEE RECORD
*   NORMAL RECALCULATION HAS BEEN DONE

PF1=  HELP      PF3=  PREV SCREEN      PF5=  MAIN MENU      PF7=  BACKWARD
PF8=  FORWARD    PF12=  END
PF4=  QNORM      PF9=  QREG
```

Deleting an Inactive Owner (Page 3)

3. NPPS displays the Bond Owner Multiple Message screen which states that the employees master record has been updated and the normal recalculations have been done. You may view the QNORM template in order to confirm that the recalculations have been performed. Press **PF3** in order to view the Bond template.

```

COMMAND: _____ NPPS
NAO1233 BOND DEDUCTIONS - BOND
      SSN   PAYBLK  BOND#  FUNC  LAST NAME  FIRST NAME  I
100 00 0056 01      2_    R    JONES      ERICK      L
STATUS:      BOND TO BE PURCHASED:      BOND DATE: 0000 BOND SERIES:
DENOMINATION: 50      REQ DED: 25.00      BALANCE: 0.00
PURCHASE PRICE: 25.00      CUR DED: 0.00      REFUND: 0.00
OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
(1)          (2)          (3)          (4)          (5)
100000056    100000056    _____    _____    _____
OR 000000001 OR_ 100000200    _____    _____    _____
(6)          (7)          (8)          (9)          (10)
_____    _____    _____    _____    _____
-----
TOTAL #BONDS: 2      TOT REQ DED: 25.00      **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS: 4      TOT CUR DED: 0.00      1 2
TOTAL BALANCE: 0.00      TOTAL REFUND: 0.00
-----
FUNC: A= ADD CHN  C= CHANGE  D= DELETE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1= HELP        PF2= OWNERS   PF3= PREV SCREEN  PF4= QNORM
PF5= MAIN MENU    PF9= QREG      PF12= END

```

Deleting an Inactive Owner (Page 4)

4. The Bond template displays the changed bond. You may press **PF2** in order to view the Bond Owner template.

```

COMMAND: _____ NPPS
NAO1233B BOND OWNERS - BOWN
-----
EMPLOYEE SSN: 100 00 0056      NAME: JONES      ERICK      L
BOND OWNER SSN: 100 00 0056      FUNC: D
OWNER NAME: ERICK JONES
ADDRESS: 1000 SEA HAWK LANE
CITY: WEBSTER      STATE: TX      ZIP: 77598 - 
CO-OWNER/BEN CODE: OR
NAME: JANE JONES      I.D.: 100 00 0300
-----
OWNER SSN  CODE  CO BEN I.D.      OWNER SSN  CODE  CO BEN I.D.
100-00-0056  POD  000-00-0001      100-00-0056  OR   100-00-0200
100-00-0056  OR   100-00-0100
100-00-0056  OR   100-00-0300
-----
FUNCTION:  A= ADD      C= CHANGE  D= DELETE  R= RETRIEVE  S= SUSPEND
PF1= HELP  PF3= PREV SCREEN  PF7= BACKWARD  PF8= FORWARD  PF12= END

```

Deleting an Inactive Owner (Page 5)

5. NPPS displays the Bond Owner template. Since the owner is no longer associated with the bond number, press **PF9** to scroll all owner/co-owner combinations for the employee. Press **PF8** to navigate to the combination to be deleted. Enter a FUNC of **D**. Press **ENTER**.

```

* OWNER 56 / OR / 300 DELETED
COMMAND: _____ NPPS
NAO1233B BOND OWNERS - BOWN
-----

EMPLOYEE SSN: 100 00 0056 NAME: JONES ERICK L
BOND OWNER SSN: 100 00 0056 FUNC: R
OWNER NAME: ERICK JONES
ADDRESS: 1000 SEA HAWK LANE
CITY: WEBSTER STATE: TX ZIP: 77598 -

CO-OWNER/BEN CODE: OR
NAME: JANE JONES I.D.: 100 00 0300
-----

OWNER SSN CODE CO BEN I.D. OWNER SSN CODE CO BEN I.D.
100-00-0056 POD 000-00-0001 100-00-0056 OR 100-00-0200
100-00-0056 OR 100-00-0100
100-00-0056 OR 100-00-0300
-----

FUNCTION: A= ADD C= CHANGE D= DELETE R= RETRIEVE S= SUSPEND
PF1= HELP PF3= PREV SCREEN PF7= BACKWARD PF8= FORWARD PF12= END

```

Deleting an Inactive Owner (Page 6)

6. NPPS displays the message, OWNER ## / OR / DELETED. Press **ENTER** to complete the update.

```

COMMAND: _____ NPPS
NAO1233 BOND DEDUCTIONS - BOND
SSN PAYBLK BOND# FUNC LAST NAME FIRST NAME I
100 00 0056 01 2_ R JONES ERICK L
STATUS: BOND TO BE PURCHASED: BOND DATE: 0000 BOND SERIES:
DENOMINATION: 50 REQ DED: 25.00 BALANCE: 0.00
PURCHASE PRICE: 25.00 CUR DED: 0.00 REFUND: 0.00
OWNER SSN / CODE ( OR, POD) - CO-OWNER BENEFICIARY: (PURCHASE SEQUENCE)
(1) (2) (3) (4) (5)
100000056 100000056
OR 000000001 OR_ 100000200
(6) (7) (8) (9) (10)
-----

TOTAL #BONDS: 2 TOT REQ DED: 25.00 **** ALL BOND # ASSIGNED ****
TOTAL #OWNERS: 3 TOT CUR DED: 0.00 1 2
TOTAL BALANCE: 0.00 TOTAL REFUND: 0.00
-----

FUNC: A= ADD CHN C= CHANGE D= DELETE N= NAME SEARCH R= RETRIEVE S= SUSPEND
PF1= HELP PF2= OWNERS PF3= PREV SCREEN PF4= QNORM
PF5= MAIN MENU PF9= QREG PF12= END

```

Deleting an Inactive Owner (Page 7)

7. The Bond template displays the changed bond. NPPS has updated the Total Number Owner/Co-owner Beneficiary field according to the number of combinations you have deleted.

4.2.2.1.4 NEBA Life Insurance

COMMAND: _____		NPPS	
NAO1234		NEBA LIFE AND TRAVEL INSURANCE - NEBA	

SSN	PAYBLK	FUNC	LAST NAME FIRST NAME I
____	____	____	____
BASIC: _ SPOUSE: _ OPTIONAL UNITS: _ SMOKER: _ CHAPTER: _			
(Y OR BLANK) (1-6 OR BLANK) (Y OR BLANK) (1 OR BLANK)			
TRAVEL COVERAGE			
PLAN : _ (1-4 OR BLANK)			
\$25,000 _ \$50,000 _ \$100,000 _			
SPOUSE: _ (Y OR BLANK)			
BIRTH DATE: _____			
FUNCTION: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND			
PF1= HELP PF3= PREV SCREEN PF4= QNORM PF5= MAIN MENU PF9= QREG PF12= END			

NEBA Life and Travel Insurance (NEBA)

DESCRIPTION AND EXECUTION

The NEBA Life Insurance (NEBA) template is used to set up and maintain employee information which identifies the NEBA basic, optional, spousal, and NEBA travel accident insurance selections. Given an employee's birth date, NPPS computes the employee's age for use in the computation of the NEBA life insurance biweekly deduction. NPPS computes the employee's age class on the basis of date of birth. The NEBA table computes the deduction on the basis of age class, salary class, units, and smoker code for optional insurance. Basic coverage must be selected if spouse or optional coverage is selected. The NEBATRV table computes the biweekly deduction for NEBA travel accident insurance based on the plan, insurance amount, and spouse enrollment. The NEBA travel deduction is not reported separately. It is part of the total NEBA deduction. NEBA fields will be set to null during pay initialization of the pay period in which the employee terminates. NPPS provides the capability to report deductions to two different NEBA chapters. A blank in the Chapter field will report the default name and address from the TINSTALL table. A "1" will use the alternate chapter name and address.

Steps to Reach NEBA Life Insurance

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the MER Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **4** - NEBA Life Insurance.

4.2.2.1.5 Military Deposit Deductions

COMMAND: _____		NPPS			
NAO1235		MILITARY DEPOSIT DEDUCTIONS - MIL			
SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I
TOTAL REQUIRED: _____		0.00	REQUESTED W/H: _____	0.00	ENTER X TO CANCEL
INTEREST ACCRUAL DATE: _____		-			
INTEREST ACCRUED YTD: _____		0.00	DEDUCTION YTD: _____	0.00	
INTEREST ACCRUED CUM: _____		0.00	DEDUCTION CUM: _____	0.00	
			TRANSFERRED IN: _____	0.00	
CASH PAYMENT: _____		0.00	TRANSFERRED OUT: _____	0.00	
			BALANCE DUE: _____	0.00	
SCD LEAVE: _____		RETIREMENT PLAN: _____			
FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND PF1= HELP PF3= PREV SCREEN PF4= QNORM PF5= MAIN MENU PF9= QREG PF12= END					

Military Deposit Deductions (MIL)

DESCRIPTION AND EXECUTION

The Military Deposit Deductions (MIL) template is used to set up and maintain employee information for the biweekly military deposit deduction amount, total initial deposit amount required, and a cash payment amount. NPPS provides an Interest Accrued Date based on the employee's Federal Service Computation date.

Steps to Reach Military Deposit Deductions

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **5** - Military Deposit Deductions.

NPPS automatically calculates the compounded retroactive interest when you enter the Interest Accrual Date and the Total Required Amount. However, subsequent changes in the Interest Accrual Date may produce erroneous recomputation of the interest due if the date change involves more than the current year.

4.2.2.1.6 Miscellaneous Voluntary Deductions

COMMAND: NAO1236 NPPS MISCELLANEOUS VOLUNTARY DEDUCTIONS - MISC

SSN

PAYBLK

FUNC

LAST NAME

FIRST NAME

I

CFC CODE:

CFC DEDUCTION AMT:

MISC DEDUCTION AMT:

ADV PAY REQUESTED W/H:

ADV PAY TOT REQUIRED:

SCD LEAVE:

UNION CODE (99=SEA):

UNION DUES DED AMT:

UNION DUES TABLE AMT:

ADV PAY DED YTD:

ADV PAY DED CUM:

ADV PAY BALANCE DUE:

UNION BARGAINING UNIT STATUS:

FUNCTIONS:

A= ADD CHN

C= CHANGE

N= NAME SEARCH

R= RETRIEVE

S= SUSPEND

PF1= HELP

PF3= PREV SCREEN

PF4= QNORM

PF5= MAIN MENU

PF9= QREG

PF12= END

Miscellaneous Voluntary Deductions (MISC)

DESCRIPTION AND EXECUTION

The Miscellaneous Voluntary Deductions (MISC) template is used to set up and maintain CFC deductions and to identify the receiving organization. This template is also used to set up and maintain employee union dues requiring biweekly deductions and to identify the union. The Misc Deduction Amt field is used only when a specific deduction has not been identified and provided in NPPS. The Advance Pay deductions are used to collect an advance made to individual employees and to display the remaining balance due.

Steps to Reach Miscellaneous Voluntary Deductions

- 1. At the Main Menu, select **2** - Payroll.
- 2. At the Payroll Main Menu, select **2** - MER.
- 3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
- 4. At the Master Selection MER Menu, select **6** - Miscellaneous Voluntary Deductions.

DESCRIPTION OF DATA PROCESSING RESULTS AND OUTPUT

Entering a valid union code (contained in the Union table) and no deduction amount results in a computation of the deduction based on the standard deduction parameters found in the Union table. To override this computed amount, enter a value in the union dues deduction amount field.

4.2.2.1.7 Thrift Savings Plan Deductions

COMMAND: _____ NPPS
NAO1237 THRIFT SAVINGS PLAN - TSP

SSN

PAYBLK

FUNC

LAST NAME

FIRST NAME

I

----- CATCH-UP -----

DEDUCTION

DEDUCTION

TSP PCT: _____

TSP AMT: _____

OR TSP AMT: _____

CURRENT PP AMOUNT

YEAR-TO-DATE

CURRENT PP AMOUNT

YEAR-TO-DATE

EMP DED:
GOV BASIC:
GOV MATCH:
TOTAL:

TSP STATUS:

RET CD:

VEST:

TSP EMPLOYMENT CODE:

SEP FLAG: _

STAT DATE:

TSP SCD:

TSP EMPLOYMENT CODE DATE:

FUNCTIONS:

A= ADD CHN

C= CHANGE

N= NAME SEARCH

R= RETRIEVE

S= SUSPEND

PF1= HELP

PF3= PREV SCREEN

PF4= QNORM

PF5= MAIN MENU

PF9=QREG

PF12=END_

Thrift Savings Plan (TSP)

DESCRIPTION AND EXECUTION

The Thrift Savings Plan (TSP) template is used to set up and maintain the rate of the employee deduction or the deduction amount selected by the employee.

Steps to Reach Thrift Savings Plan

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **7** - Thrift Savings Plan.

4.2.2.1.8 Federal and State Taxes

```

COMMAND: _____ NPPS
NAO1241 FEDERAL AND STATE TAXES - FTAX
-----
SSN      PAYBLK  FUNC      LAST NAME      FIRST NAME  I
-----
*** FEDERAL TAXES ***
MARITAL STATUS (M,S): _ EXEMPTIONS: _ ADDITIONAL AMT: -
EIC MARITAL CODE: _ FEHB TEW: _ EXEMPT FROM W/H: _
(1=EMPLOYEE ONLY, 2=EMPLOYEE AND SPOUSE) (E OR BLANK)

*** STATE TAXES ***
STATE CODE: _ MARITAL STATUS (M,S,H): _ EXEMPTIONS: _
ADD EXEMPTS: _ FILING STATUS (DC=J,S, ): _ ALTERNATE %: _
ALTERNATE AMT: _ (CT=A,B,C,D) WORKING SPOUSE (Y, ): _
ADDITIONAL AMT: _ DEPENDENT OF ANOTHER (Y, ): _ EXEMPT FROM W/H(E, ): _

FILING STATUS (FOR DC) - J=JOINTLY, S=SEPARATELY; ALT AMT (MS ONLY)
ALT % (AZ & MD ONLY); DEPENDENT OF ANOTHER (AL ONLY); WORKING SPOUSE (MS ONLY)
-----
FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND
PF1= HELP PF3= PREV SCREEN PF4= QNORM PF5= MAIN MENU
PF9= QREG PF12= END

```

Federal and State Taxes (FTAX)

DESCRIPTION AND EXECUTION

The Federal and State Taxes (FTAX) template is used to set up and maintain the employee information required to compute the biweekly deductions for federal and state tax withholdings. The state tax deduction amount is a table-determined amount based on the information entered by the clerk. However, the following states need additional information in order to compute the state tax.

Alabama - If the employee is being claimed as a dependent by someone else, the Dependent of Another field should contain a "Y."

Arizona - The percent elected by the employee to be withheld should be entered in the Alternate % field.

Connecticut - The Filing Status should be either "A," "B," "C," or "D." If the employee has specified a reduced withholding amount, that amount should be entered in the Additional Amt field as a negative value.

District of Colombia - The Filing Status should be either "J" or "S" if the Martial Status field is "M."

Maryland - The Alternate % field should be used to indicate the appropriate tax table based on the percent of local income tax included.

Mississippi - The Exemptions field should be used to specify the number of dependents claimed by the employee. The Add Exempts should be used to specify the number of exemptions claimed for age and blindness. The Alternate Amt field should be used to indicate the amount of the personal exemption claimed by the employee. The Working Spouse field should contain a "Y" if the employee's spouse is also employed.

Steps to Reach Federal and State Taxes

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **8** - Federal and State Taxes.

4.2.2.1.9 City and County Taxes

COMMAND: _____		NPPS	
NAO1242		CITY AND COUNTY TAXES - CTAX	

SSN	PAYBLK	FUNC	LAST NAME
____	____	R	____
____	____		____
FIRST NAME I			

*** CITY TAXES ***			
CITY TAX CODE: _____		MARITAL STATUS (M,S,H): _____	
ADDITIONAL AMOUNT: _____		EXEMPTIONS: _____	
ALTERNATE AMOUNT: _____		ADDITIONAL EXEMPTIONS: _____	
ALTERNATE %: _____			
*** COUNTY TAXES ***			
COUNTY TAX CODE: _____		MARITAL STATUS (M,S,H): _____	
ADDITIONAL AMOUNT: _____		EXEMPTIONS: _____	
ALTERNATE AMOUNT: _____		ADDITIONAL EXEMPTIONS: _____	
ALTERNATE %: _____			

FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND			
PF1= HELP PF3= PREV SCREEN PF4= QNORM PF5= MAIN MENU			
PF9= QREG PF12= END			

City and County Taxes (CTAX)

DESCRIPTION AND EXECUTION

The City and County Taxes (CTAX) template is used to set up and maintain the employee information required to compute biweekly deductions for city and county tax withholdings (as appropriate). The tax deduction amount is a table-determined amount based on code plus any additional amount input by the clerk, or by the alternate amount or alternate percent input by the clerk. The Additional Exemption field is only used in those states requiring this information. County taxes are currently not used in NPPS.

Steps to Reach City and County Taxes

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **9** - City and County Taxes.

4.2.2.1.10 Bankruptcy Payments

COMMAND: _____		NPPS	
NA01251		BANKRUPTCY PAYMENTS - BANKRUPT	

SSN	PAYBLK	FUNC	LAST NAME FIRST NAME I
____	____	____	____
*** BANKRUPTCY PAYMENTS ***			
CURRENT DED: _____			
REQUESTED DED: _____ TOTAL TO BE DED: _____ DED CUM: _____			
PAYEE NAME: _____			
ADDRESS: _____			
CITY: _____ STATE: _____ ZIP: _____ - _____			
REMARKS: _____ ENTER X TO CANCEL: _			

FUNCTIONS: C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND			
PF1= HELP PF3= PREV SCREEN PF4= QNORM PF5= MAIN MENU			
PF9= QREG PF12= END			

Bankruptcy Payments (BANKRUPT)

DESCRIPTION AND EXECUTION

The Bankruptcy Payments (BANKRUPT) template is used to set up and maintain the biweekly deduction amount for court-ordered bankruptcy deductions as well as the total payment amount. Bankruptcy deductions cease automatically when the Ded Cum field equals the Total To Be Ded field, or when "X" is entered in the Enter X To Cancel field. A check is automatically sent to the payee entered on the template. The Remarks field may contain up to twelve characters and can be used to enter additional payment information pertaining to such items as court case or account number.

Steps to Reach Bankruptcy Payments

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **10** - Bankruptcy Payments.

4.2.2.1.11 Indebtedness to US Government

COMMAND: _____		NPPS			
NAO1252		INDEBTEDNESS TO U.S. - INDEBT			

SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I
_____	_____	_____	_____	_____	_____
*** INDEBTEDNESS TO U.S. ***					
TOTAL PP DEDUCTION:		EMPLOYEE PAYMENT COUNT: 0 OF 0			
CURR DED:					
REQUESTED DED: _____		TOTAL TO BE DED: _____		DED CUM: _____	
PAYEE NAME: _____					
ADDRESS: _____					
CITY: _____		STATE: _____	ZIP: _____	- _____	
REMARKS: _____				ENTER X TO CANCEL: _____	

FUNCTIONS: C= CHANGE		N= NAME SEARCH		R= RETRIEVE S= SUSPEND	
PF1= HELP		PF3= PREV SCREEN		PF4= QNORM PF5= MAIN MENU	
PF7= BACKWARD		PF8= FORWARD		PF9= QREG PF12= END	

Indebtedness to US Government (INDEBT)

DESCRIPTION AND EXECUTION

The Indebtedness to US (INDEBT) template is used to set up and maintain the biweekly deduction amount and the total indebtedness amount for as many as five deductions to repay indebtedness to the US Government. An Indebtedness to US deduction ceases automatically when the Ded Cum field equals the Total To Be Ded field, or when "X" is entered in the Enter X To Cancel field.

Steps to Reach Indebtedness to US

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **11** - Indebtedness to US.

To retrieve, add, change, or cancel a second through fifth deduction, use the Backward and Forward PF keys to move from one deduction screen to another. Each of the five Indebtedness to US screens represents an individual deduction. The Employee Payment Count field indicates the number of Indebtedness to US deductions currently taken from the employee's salary.

4.2.2.1.12 Child Support Payments

COMMAND: _____		NPFS	
NA01253		CHILD SUPPORT PAYMENTS - CHILDSP	
SSN	PAYBLK	FUNC	LAST NAME
_____	_____	_____	_____
FIRST NAME		I	
_____		_____	
*** CHILD SUPPORT PAYMENTS ***			
TOTAL PP DEDUCTION:		EMPLOYEE PAYMENT COUNT: 0 OF 0	
DATE LIMIT: _____	CURR DED: _____		
REQUESTED DED: _____	TOTAL TO BE DED: _____ DED CUM: _____		
PAYEE NAME: _____			
ADDRESS: _____			
CITY: _____	STATE: _____	ZIP: _____	- _____
REMARKS: _____			ENTER X TO CANCEL: _

FUNCTIONS: C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND			
PF1= HELP	PF3= PREV SCREEN	PF4= QNORM	PF5= MAIN MENU
PF7= BACKWARD	PF8= FORWARD	PF9= QREG	PF12= END

Child Support Payments (CHILDSP)**DESCRIPTION AND EXECUTION**

The Child Support Payments (CHILDSP) template is used to set up and maintain the biweekly deduction amount for three child support deductions, total deduction amounts, and expiration dates. A Child Support Deduction ceases automatically when the Ded Cum field equals Total To Be Ded field, the Date Limit field is reached during a pay period, or when "X" is entered in the Enter X To Cancel field. A check is automatically sent to the payee listed on the template. The Remarks field can contain up to twelve characters and can be used to enter additional information such as the court case, account number, or other required data pertaining to the payment. The Employee Payment Count field indicates the number of Child Support Payments currently being deducted, up to a maximum of three payments.

Steps to Reach Child Support Payments

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **12** - Child Support Payments.

Steps to Retrieve, Add, Change, or Cancel a Second or Third Child Support Payment

1. Enter the employee's SSN and press **ENTER**. Then press **PF8** to view the next Child Support Payments screen. Fill in or change this screen as desired.
2. Each of the three Child Support Payments screens represents an individual deduction.

4.2.2.1.13 Commercial Garnishments

COMMAND: _____		NPPS	
NAO1254		COMMERCIAL GARNISHMENTS - GARNISH	
SSN	PAYBLK	FUNC	LAST NAME
_____	_____	R	_____
FIRST NAME I			

*** COMMERCIAL GARNISHMENTS ***			
TOTAL PP DEDUCTION:		EMPLOYEE PAYMENT COUNT: 1 OF 0	
CURR DED:			
REQUESTED DED: _____		TOTAL TO BE DED: _____	
		DED CUM: _____	
PAYEE NAME: _____			
ADDRESS: _____			
CITY: _____		STATE: _____ ZIP: _____	
REMARKS: _____		ENTER X TO CANCEL: _____	

FUNCTIONS: C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND			
PF1= HELP		PF3= PREV SCREEN PF4= QNORM PF5= MAIN MENU	
PF7= BACKWARD		PF8= FORWARD PF9= QREG PF12= END	

Commercial Garnishments (GARNISH)**DESCRIPTION AND EXECUTION**

The Commercial Garnishments template is used to set up and maintain the biweekly deduction amount and total commercial debts amount for as many as 9 deductions to repay commercial debts to creditors. A Commercial Garnishments ceases automatically when the Ded Cum field equals the Total To Be Ded field, or when "X" is entered in the Enter X to Cancel field. The remarks field can contain up to twelve characters and can be used to enter additional information.

Steps to Reach Commercial Garnishments

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **13** - Commercial Garnishments.

To retrieve, add, change, or cancel a second through ninth deduction, use the Backward and Forward PF keys to move from one deduction screen to another. Each of the nine Commercial Garnishments screens represents an individual deduction. The Employee Payment Count field indicates the number of Commercial Garnishments deductions, currently taken from the employee's salary.

4.2.2.2 *Adjustments*

NPPS provides the capability to adjust current pay period earnings, accumulations of earnings, accumulation of deductions, accumulation of hours worked, and leave balances.

Current Pay Period Earnings Adjustments - Identifies the prior pay period date to be associated with the earnings adjustments. NPPS also provides the capability to apply the adjustment amount to the corresponding accumulation data field. Computed earnings amounts are maintained separately from the adjustment amounts. Following are the current pay period earnings adjustments.

- Earnings and Refunds Adjustments
- Cost of Living Allowance (COLA) and Foreign Differential
- Current TSP Adjustments
- Employee Insurance Adjustments
- Other Deductions Adjustments
- Lump Sum Leave/Reactivations
- Permanent Change of Station (PCS) Travel Adjustment Biweekly (B/W)

Accumulations Adjustments - Automatically increments accumulations of earning and deductions, paid and unpaid leave accumulations, work hour accumulations, and accumulations associated with limited appointments. Following are the accumulations adjustments.

- Annual Leave
- Compensatory Time
- Religious Compensatory Time
- Credit Hours
- Leave Without Pay Hours
- Restored Leave
- Sick Leave
- Continuation of Pay Leave
- Donated Annual Leave

- Home Leave
- Other Leave Used YTD
- Time Off Awards
- Extended Compensatory Time
- Former State Taxes
- Former City Tax
- YTD Earnings and Premium Hours Worked
- YTD Leave Cost
- YTD Deductions
- YTD Retirement Adjustments
- YTD Deductions TSP
- Appointment Limitations

4.2.2.2.1 Earnings and Refunds Adjustments

COMMAND: _____		NPPS			
NAO1211		EARNINGS AND REFUNDS ADJUSTMENTS - ADJ 1 OF 2			
SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I
EARNINGS		AMOUNT	REMARKS	CURRENT PP B/W	
ADJ BASIC:				BASE:	
BASIC:				GROSS:	
LOCAL PAY:				PAID FLSA:	
OVERTIME:				STAT CUT:	
HOL WRK:				EIC PYMT:	
HAZARDOUS:					
SUN DIFF:					
NIGHT DIFF:					
*** HOURLY RATES ***					
ADJ BASIC:	OT:	ND:	SD:	HD:	PCA:
WG SH 2:	WG SH 3:	HEAD AGENCY:	AVAIL:	LOC PAY:	
FUNCTIONS: C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND					
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF7= BACKWARD					
PF8= FORWARD PF9= QREG PF12= END					

Earnings and Refunds Adjustments - ADJ (Page 1)

COMMAND: _____		NPPS			
NAO1211		EARNINGS AND REFUNDS ADJUSTMENTS - ADJ 2 OF 2			
SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I
EARNINGS		R	REMARKS	CURRENT PP B/W	
FF/LE PREM:				BASE:	
FORGN DIFF:				GROSS:	
EIC:				PAID FLSA:	
COLA:				STAT CUT:	
SUPER DIFF:				EIC PYMT:	
RET ALLOW:					
STAFF DIFF:					
AUO:					
AVAILABILITY PAY:					
PCA:					
HAZARDOUS TABLE CODE: _					
FUNCTIONS: C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND					
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF7= BACKWARD					
PF8= FORWARD PF9= QREG PF12= END					

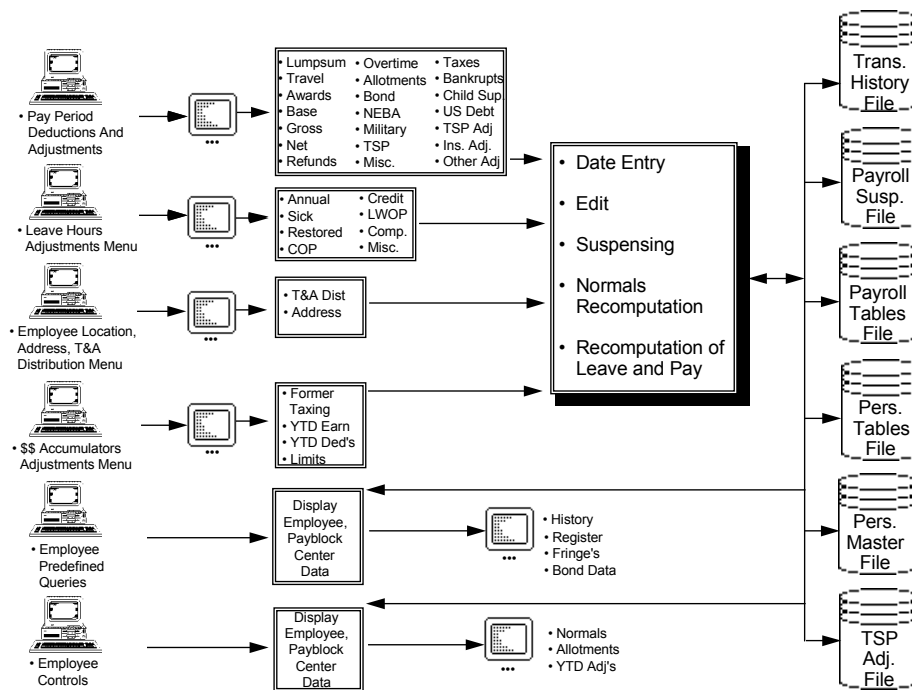
Earnings and Refunds Adjustments - ADJ (Page 2)

DESCRIPTION AND EXECUTION

The Earnings and Refunds Adjustments (ADJ) templates are used to adjust an employee's earnings due to that employee for one pay period. If hours are entered with no amount, the amount of the adjustment will be computed using the appropriate hourly rate. If the amount is already present and the hours are changed, the amount must be blanked out in order for the system to recompute the amount. The hours will not be recomputed based on a change in the amount. A Hazardous Rate Code must be entered if an employee is to receive hazardous pay.

Steps to Reach Earnings and Refunds Adjustments

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **16** –Earnings and Refunds Adj.



4.2.2.2.2 COLA and Foreign Differential

COMMAND: NAO1213

NPPS
COLA AND FOREIGN DIFFERENTIAL - COLA

SSN

PAYBLK

FUNC

LAST NAME

FIRST NAME

I

R

COST OF LIVING ALLOWANCE

FOREIGN DIFFERENTIAL

RATE

BIWEEKLY AMOUNT

RATE

FUNCTIONS:

C= CHANGE

N= NAME SEARCH

R= RETRIEVE

S= SUSPEND

PF1= HELP

PF3= PREV SCREEN

PF4= QNORM

PF5= MAIN MENU

PF9= QREG

PF12= END

COLA and Foreign Differential (COLA)

DESCRIPTION AND EXECUTION

The COLA and Foreign Differential (COLA) template is used to display (or establish) and update an employee's COLA and Foreign Differential rate for each pay period.

Steps to Reach COLA and Foreign Differential

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **17** - COLA and Foreign Differential.

4.2.2.2.3 Current TSP Adjustments

COMMAND: _____		NPPS	
NAO1261		CURRENT TSP ADJUSTMENTS - TSPADJ	
SSN	PAYBLK	FUNC	LAST NAME
_____	_____	_____	_____
RETIRE PLAN: _____		TSP STATUS: _____	ADJUSTMENT TYPE: _____
EFF PAY DATE: _____0		(16, 26, 46) (86, 29, 88)	
ADJ. AMOUNT		YEAR-TO-DATE	
EMP ADJ: _____0.00	EMP: _____0.00		
GB ADJ: _____0.00	GB: _____0.00		
GM ADJ: _____0.00	GM: _____0.00		
TOTAL: _____0.00			
----- CURRENT PAY PERIOD ADJUSTMENT SUMMARY, TSP TYPE 16,26,46, 86,29,88 -			
EMP ADJ: _____0.00			
GB ADJ: _____0.00			
GM ADJ: _____0.00			
TOTAL: _____0.00			

FUNC: A= ADD C= CHG D= DEL N= NAME SEARCH R= RETRIEVE S= SUSPEND			
PF1= HELP PF3= PREV PF5= MAIN PF7= UP PF8= DWN PF9= QREG PF12= END			

Current TSP and TSP Catch-Up Adjustments (TSPADJ)

DESCRIPTION AND EXECUTION

The Current TSP Adjustments (TSPADJ) template is used to make current period adjustments to an employee's TSP deduction and to create resubmissions of prior period TSP records that were rejected by the National Finance Center. Three adjustment types are allowed, corresponding to the three TSP record types 16, 26, and 46.

The 16 adjustment is a positive adjustment that is used to deduct and submit amounts omitted in prior periods. A TSP record type 16 will be generated to include this adjustment. Each adjustment must have a valid pay date in the EFF PAY DATE field. A separate adjustment should be made for each pay date. The amount of the 16 adjustment will reduce the employee's net pay.

The 16 adjustment record amount and any monies from the TSP DED: TRANS IN field will be included in a check against the TSP YEAR MAX DED amount to ensure that the adjustment will not exceed the maximum limit.

The 26 adjustment is a negative adjustment used to refund deductions taken erroneously and submitted in prior periods. Up to 26 adjustments may be entered in the current period. Each adjustment must have a valid pay date in the EFF PAY DATE field. If supporting payroll history data is present for the prior pay period being adjusted, the 26 adjustment amount must not be greater than the TSP deduction plus TSP adjustment taken in the effective period. If history data is not present, no edit for this condition is done.

The 46 adjustment is a positive adjustment used to create TSP record type 46 records to resubmit previously rejected TSP record type 16s. Up to 26

adjustments may be entered in the current period. Each adjustment must have a valid pay date for the current year in the EFF PAY DATE field. Forty-six adjustments do not affect employee net pay.

The Current TSP Adjustments (TSPADJ) template is used to make current period adjustments to an employee's TSP Catch-up deduction and to create resubmissions of prior period TSP Catch-up records that were rejected by the National Finance Center. Three adjustment types are allowed, corresponding to the three TSP Catch-up record types 86, 29, and 88.

The 86 adjustment is a positive adjustment that is used to deduct and submit amounts omitted in prior periods. A TSP Catch-up record type 86 will be generated to include this adjustment. Each adjustment must have a valid pay date in the EFF PAY DATE field. A separate adjustment should be made for each pay date. The amount of the 86 adjustment will reduce the employee's net pay.

The 86 adjustment record amount and any monies from the TSP Catch-Up DED: TRANS IN field will be included in a check against the TSP Catch-up YEAR MAX DED amount to ensure that the adjustment will not exceed the maximum limit.

The 29 adjustment is a negative adjustment used to refund deductions taken erroneously and submitted in prior periods. Up to 26 adjustments may be entered in the current period. Each adjustment must have a valid pay date in the EFF PAY DATE field. If supporting payroll history data is present for the prior pay period being adjusted, the 29 adjustment amount must not be greater than the TSP Catch-up deduction plus TSP Catch-up adjustment taken in the effective period. If history data is not present, no edit for this condition is done.

The 88 adjustment is a positive adjustment used to create TSP Catch-up record type 88 records to resubmit previously rejected TSP Catch-up record type 86s. Up to 26 adjustments may be entered in the current period. Each adjustment must have a valid pay date for the current year in the EFF PAY DATE field. Eighty-eight (88) adjustments do not affect employee net pay.

Steps to Reach Current TSP Adjustments

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **18** - Current TSP Adjustments.

4.2.2.2.4 Employee Insurance Adjustments

COMMAND: NPPS
NAO1262 EMPLOYEE INSURANCE ADJUSTMENTS - INSADJ 1 OF 2

SSN

PAYBLK

FUNC

LAST NAME

FIRST NAME

I

ENTER 'X' IF FEHB ADJUSTMENT IS TAX EXEMPT _ ('X' OR BLANK)

PLAN

FEHB

EMPLOYEE

GOVT

REMARKS

CODE

AMOUNT

AMOUNT

CURRENT

PRIOR

CASH

COLLECT

FUNCTIONS: C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND
PF1= HELP PF3= PREV SCREEN PF4= QNORM PF5= MAIN MENU
PF7= BACKWARD PF8= FORWARD PF9= QREG PF12= END

Employee Insurance Adjustments - INSADJ (Page 1)

COMMAND: NPPS
NAO1262 EMPLOYEE INSURANCE ADJUSTMENTS - INSADJ 2 OF 2

SSN

PAYBLK

FUNC

LAST NAME

FIRST NAME

I

R

REMARKS

FEGLI GOVT CONT ADJUSTMENT:

FEGLI BASIC LIFE ADJUSTMENT:

FEGLI STAND OPTION A ADJUST:

FEGLI STAND OPTION B ADJUST:

FEGLI FAMILY ADJUSTMENT:

FEGLI EMP DEDUCTION ADJUSTMENT:

4-DAY RULE PERCENT:

BIRTH DATE:

FUNCTIONS: C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND
PF1= HELP PF3= PREV SCREEN PF4= QNORM PF5= MAIN MENU
PF7= BACKWARD PF8= FORWARD PF9= QREG PF12= END

Employee Insurance Adjustments - INSADJ (Page 2)

DESCRIPTION AND EXECUTION

The Employee Insurance Adjustments (INSADJ) template is used to make adjustments to an employee's net pay for life insurance (FEGLI) and health benefits (FEHB). This template is also used to record FEHB cash collections for vouchering purposes.

Steps to Reach Employee Insurance Adjustments

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **19** - Employee Insurance Adjustments.

DESCRIPTION OF DATA PROCESSING RESULTS AND OUTPUT

A positive adjustment on this template will result in a collection from the employee or an increase in the government contribution. A negative adjustment has the opposite result.

The T&A process updates the 4-Day Rule Percent field, which is used for only two events: the hire of a new employee or the termination of an employee. This value is for the current pay period only and is reset to a blank during the initialization process for the next pay period.

4.2.2.2.5 Other Deductions Adjustments

COMMAND: _____		NPPS	
NAO1263	EMPLOYEE RETIREMENT ADJUSTMENTS - OTHADJ		1 OF 3

SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I
RETIREMENT PLAN		EMPLOYEE AMOUNT	GOVERNMENT AMOUNT	REMARKS	-
CURRENT PLAN:		_____	_____	_____	
FORMER PLAN:		_____	_____	_____	
FORMER PLAN CODE: _		_____	_____	_____	
CIVIL SERVICE CREDIT:		_____	_____	_____	
WAGES					
FICA					
ADJ: _____		_____	_____	_____	
HIT					
ADJ: _____		_____	_____	_____	
RETIREMENT PLAN CODE					

FUNCTIONS:	C= CHANGE	N= NAME SEARCH	R= RETRIEVE	S= SUSPEND
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF6= QYTDADJ	
PF7= BACKWARD	PF8= FORWARD	PF9= QREG	PF12= END	

Other Deductions Adjustments - OTHADJ (Page 1)

COMMAND: _____		NPPS	
NAO1263	TAX WITHHOLDING ADJUSTMENTS - OTHADJ		2 OF 3

SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I
		R			-
TAXING ENTITY		AMOUNT	REMARKS		
FEDERAL:		_____	_____		
CURRENT STATE:		_____	_____		
FORMER STATE:		_____	_____		
FORMER STATE CODE: _		_____	_____		
CURRENT CITY:		_____	_____		
FORMER CITY:		_____	_____		
FORMER CITY CODE: _		_____	_____		
CURRENT COUNTY:		_____	_____		

FUNCTIONS:	C= CHANGE	N= NAME SEARCH	R= RETRIEVE	S= SUSPEND
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF6= QYTDADJ	
PF7= BACKWARD	PF8= FORWARD	PF9= QREG	PF12= END	

Other Deductions Adjustments - OTHADJ (Page 2)

COMMAND: _____		NPPS		3 OF 3	
NAO1263		OTHER ADJUSTMENTS - OTHADJ			
SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I
		EMPLOYEE AMT	GOVT AMT	REMARKS	
ADVANCE PAY DED:		_____	_____	_____	
BILL OF COLLECT:		_____	_____	_____	
CFC:		_____	_____	_____	
CSRS SALARY OFFSET:		_____	_____	_____	
FERS SALARY OFFSET:		_____	_____	_____	
TSP LOAN 1:		_____	_____	_____	
TSP LOAN 2:		_____	_____	_____	
UNION DUES:		_____	_____	_____	
RETIREMENT PLAN CODE:		ANNUITANT INDICATOR:			
SALARY OFFSET:		_____			

FUNCTIONS: C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND					
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF6= QYTDADJ					
PF7= BACKWARD PF8= FORWARD PF9= QREG PF12= END					

Other Deductions Adjustments - OTHADJ (Page 3)

DESCRIPTION AND EXECUTION

The Other Deductions Adjustments (OTHADJ) template is used to make adjustments to an employee's net pay for items listed on the screen.

Steps to Reach Other Deductions Adjustments

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **20** - Other Deductions Adjustments.

NPPS uses three screens to display the list of Other Deduction Adjustments. When you request this template, NPPS will always display the first screen. You may move forward by pressing **PF8** and backward by pressing **PF7**.

DESCRIPTION OF DATA PROCESSING OUTPUT AND RESULTS

A positive adjustment on this template will result in a collection from the employee or an increase in the government contribution. A negative adjustment has the opposite result.

4.2.2.2.6 Lump Sum Leave/Reactivations

COMMAND: _____		NPPS	
NA01270		LUMP SUM LEAVE/REACTIVATIONS - LUMP	

SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I
_____	_____	R	_____	_____	_____

ENTER R TO REACTIVATE INACTIVE EMPLOYEE: _____

**** ADJUSTMENTS ****

LUMP SUM LEAVE HOURS 1: _____	BASE EARNINGS: _____
HOURLY RATE 1: _____	GROSS EARNINGS: _____
COMPUTED EARNINGS 1: _____	PAID FLSA: _____
LUMP SUM LEAVE HOURS 2: _____	NET EARNINGS: _____
HOURLY RATE 2: _____	STAT CUTBACK: _____
COMPUTED EARNINGS 2: _____	CURRENT EIC PYMT: _____

ENTER Y TO DEDUCT ____% FED TAX: _____

PRIOR PERIOD ADJ: _____

RESTORED HOURS: _____

SEPARATION DATE: _____ NOAC: _____ DUTY STATUS: _____

FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND

PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF9= QREG

PF12= END

Lump Sum Leave/Reactivations (LUMP)**DESCRIPTION AND EXECUTION**

The Lump Sum Leave/Reactivations (LUMP) template is used to change an employee's status to reactivated or to establish and change lump sum leave adjustments. The Lump Sum Leave hourly rates are determined and input by the pay clerk. NPPS will then compute the correct amount of pay. If a "Y" is entered to deduct federal tax on the lump sum leave payment, the federal tax on regular pay is computed using the supplemental wages federal tax rate from the "99" record on the TTAX table. Otherwise, the tax table and the employee's W-4 will be used to compute the tax withholding amounts for the lump sum amount along with the regular gross earnings. Use of the Prior Period Adj function will result in pay for the employee. Reactivation is for the current pay period only and is required to pay lump sum earnings for an employee terminated in a prior period (Duty Status = "Z" and Reactivation Indicator = 3). A reactivated employee's net pay will be computed when the employee's lump sum leave transaction is entered. Lump sum pay for an employee terminating in the current pay period (Duty Status = "Z" and Reactivation Indicator = 0) will be computed when the employee's T&A transaction is entered. If the terminating employee's termination date is prior to the current pay period, the lump sum pay will be computed when the transaction is entered.

Steps to Reach Lump Sum Leave/Reactivations

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **21** - Lump Sum Leave/Reactivations.

4.2.2.2.7 PCS Travel Adjustment B/W

COMMAND: NAO1280

NPPSPCS TRAVEL ADJUSTMENT B/W - PCS

SSN

PAYBLK

FUNC

LAST NAME

FIRST NAME

I

R

PCS EARNINGS NOT-SUBJ-TAX:

PCS SUBJ-FED-TAX:

PCS SUBJ-STATE-TAX:

PCS SUBJ-CITY-TAX:

PCS SUBJ-COUNTY-TAX:

PCS HIT EARNINGS:

PCS FICA EARNINGS:

PCS FEDERAL TAX WH:

PCS HIT WH:

PCS FICA WH:

PCS STATE TAX WH:

PCS CITY TAX WH:

PCS COUNTY TAX WH:

FUNCTIONS:

C= CHANGE

N= NAME SEARCH

R= RETRIEVE

S= SUSPEND

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF12= END

PCS Travel Adjustment B/W (PCS)

DESCRIPTION AND EXECUTION

The PCS Travel Adjustment B/W (PCS) template is used to establish an employee's PCS travel amounts for the current pay period. The corresponding accumulation will be automatically updated.

Steps to Reach PCS Travel Adjustment B/W

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **22** - PCS Travel Adjustment B/W.

4.2.2.2.8 Annual Leave

```

* SPECIFY SSN OR FUNCTION = N 'NAME SEARCH'

COMMAND: _____ NPPS
NAO1310 ANNUAL LEAVE - AL
-----
SSN      PAYBLK  FUNC      LAST NAME      FIRST NAME  I
-----
R
PRIOR YEAR CARRY-OVER: _____ PRIOR PP DATE: _____ CEILING: _____
ACCRUED YTD: _____ DISALLOW ADVANCE LEAVE: _____
USED YTD: _____ (ENTER Y IF EMPLOYEE SHOULD NOT
RIC YTD: _____ RECEIVE ADVANCE ANNUAL LEAVE)
RESTRICTED CURR BAL: _____ YTD ACCRUAL WHILE SES: _____
LEAVE DONATED YTD: _____
DONATED RETURNED YTD: _____ (TOTAL PROJ) (DONATED BAL) (TOTAL AL)
ACCR AVAILABLE: _____ + + =
PT HOURS CARRY-OVER: _____
DATE LAST CHANGED: _____ AL LEAVE CATEGORY: _____ HRS ACCRUAL PER HRS
***** CURRENT PAY PERIOD *****
EARNED: _____ DONAT RETURN: _____ USED: _____ PROJ USED: _____
RIC: _____ EARNED RESTRICTED: _____ DONATED USED: _____
-----
FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END

```

Annual Leave (AL)**DESCRIPTION AND EXECUTION**

The Annual Leave (AL) template is used to display and update an employee's annual leave YTD information. A "Y" in the Disallow Advance Leave field allows an employee to use only earned annual leave and not the advanced annual leave. During the personnel mature process, this field will be set to "Y" when Duty Status changes from any value to "Y." While an employee is in transferred leave status, (Total Proj) will show a zero value. The balance shown in the Restricted Curr Bal field will become zero the pay period after the cancellation of the medical emergency and the (Total Proj) field will assume its normal value. The YTD Accrual While SES field accumulates annual leave earned after the SES appointment during the same leave year the appointment was made. This allows NPPS to determine the annual leave balance subject to the annual leave ceiling at year-end.

Steps to Reach Annual Leave

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **23** - Annual Leave.

4.2.2.2.9

```

SPECIFY SSN OR FUNCTION = N 'NAME SEARCH'

COMMAND: _____ NPPS
NAO1320 COMPENSATORY TIME - CT

-----
SSN          PAYBLK    FUNC          LAST NAME          FIRST NAME    I
____ _      _____ R _____

PRIOR PP DATE: _____

***** COMPENSATORY HOURS ***** PYCO BALANCE
      EARNED      USED      FORFEITED      PAID      CUT      _____

PRIMARY CUR HOURS:
EXTENDED CUR HRS:
PRIMARY YTD HOURS: _____
EXTENDED YTD HRS: _____

PERIOD-1.1 PERIOD-1.2 PERIOD-1.3 PERIOD-1.4 PERIOD-1.5 PERIOD-1.6 PERIOD-1.7
RATE: _____

      PRIMARY CT BALANCE
      EXTENDED CT BALANCE
      TOTAL AVAILABLE CT

-----
FUNCTIONS:      A= ADD CHN      C= CHANGE      N= NAME SEARCH      R= RETRIEVE
PF1= HELP      PF3= PREV SCREEN      PF5= MAIN MENU      PF12= END

```

Compensatory Time (CT)

DESCRIPTION AND EXECUTION

The Compensatory Time (CT) template is used to display and update an employee's compensatory time information. The system automatically places the compensatory time earned in the Period-1.1 field along with the employee's current overtime pay rate per hour. If these CT hours are not used, they will automatically be moved to the next Period "bucket," along with the associated pay rate, when each pay period is processed. After seven periods, if the employee is an FLSA employee, the hours will be paid to the employee at the associated rate of pay. If the employee is not an FLSA employee, the hours will be forfeited from Period-1.7 and a forfeited CT record will be written. This forfeited CT record may have the time permitted for use by an employee extended by changing the Extended Thru Date using the EXTCT and MASEXTCT templates. Also, the comp time extensions process will automatically extend these forfeited CT records for an additional 7 pay periods. Refer to the Description and Execution sections of the EXTCT and MASEXTCT templates.

The total primary CT balance available, a totaling of the seven CT period "buckets," is shown on the CT screen along with the total extended CT balance available from all of an employee's extended CT records. These two totals are then, in turn, totaled together at the bottom of the screen.

Steps to Reach Compensatory Time

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **24** - Compensatory Time.

4.2.2.2.10 Religious Compensatory Time

* SPECIFY SSN OR FUNCTION = N 'NAME SEARCH'

COMMAND: _____

NPPS

NAO1330 RELIGIOUS COMPENSATORY TIME - RCT

SSN

PAYBLK

FUNC

LAST NAME

FIRST NAME

I

R

PRIOR PP DATE: _____

**** COMPENSATORY HOURS ****

EARNED USED FORFEITED

CURRENT HOURS:

HOURS YTD: _____

BALANCE: _____

PERIOD-1.1

PERIOD-1.2

PERIOD-1.3

PERIOD-1.4

PERIOD-1.5

PERIOD-1.6

PERIOD-1.7

FUNCTIONS:

A= ADD CHN

C= CHANGE

N= NAME SEARCH

R= RETRIEVE

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF12= END

Religious Compensatory Time (RCT)

DESCRIPTION AND EXECUTION

The Religious Compensatory Time (RCT) template is used to display and update an employee's religious compensatory time information. The system automatically places the religious compensatory time earned in Period-1.1, and automatically moves one period each pay period unless it is used. After seven periods, the hours are lost. If religious compensatory time is taken before it is earned, the hours are placed in Period-1.1 with a negative sign. The hours will remain there until sufficient earned hours offset the negative balance to zero.

Steps to Reach Religious Compensatory Time

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **25** - Religious Compensatory Time.

4.2.2.2.11 Credit Hours

* SPECIFY SSN OR FUNCTION = N 'NAME SEARCH'

COMMAND: _____

NPPS

NAO1340

CREDIT HOURS - CREDIT

SSN

PAYBLK

FUNC

LAST NAME

FIRST NAME

I

R

PRIOR PP DATE: _____

PYCO: _____

EARNED YTD: _____

USED YTD: _____

FORFEITED YTD: _____

BALANCE: _____

FLEXI TOUR (Y OR BLANK): _

***** CURRENT PAY PERIOD *****

EARNED: _____

USED: _____

FORFEITED: _____

FUNCTIONS:

A= ADD CHN

C= CHANGE

N= NAME SEARCH

R= RETRIEVE

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF12= END

Credit Hours (CREDIT)

DESCRIPTION AND EXECUTION

The Credit Hours (CREDIT) template is used to display and update an employee's credit hour information. Credit hours are earned only by employees on Flexi Tour.

Steps to Reach Credit Hours

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **26** - Credit Hours.

4.2.2.2.12 Leave Without Pay Hours

```

* SPECIFY SSN OR FUNCTION = N 'NAME SEARCH'

COMMAND: _____ NPPS
NAO1350 LEAVE WITHOUT PAY HOURS - LWOP
-----

SSN      PAYBLK  FUNC      LAST NAME      FIRST NAME  I
____ _  _____  _____  _____  _____  _

PRIOR PP DATE: _____

LWOP USED YTD: _____
SCD HOURS: _____
WIG HOURS: _____
WIG EXCESS HOURS: _____
EIGHTY-HOUR ACCRUAL: _____
CURRENT PP LWOP:

NTE DATE: PART TIME HOURS:
GRADE: STEP:
-----
FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END

```

Leave Without Pay Hours (LWOP)

DESCRIPTION AND EXECUTION

The Leave Without Pay Hours (LWOP) template is used to display and update an employee's LWOP information.

Steps to Reach Leave Without Pay Hours

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **27** - Leave Without Pay Hours.

4.2.2.2.13 Restored Leave

* SPECIFY SSN OR FUNCTION = N 'NAME SEARCH'

COMMAND: _____

NPPS

NAO1360

RESTORED LEAVE - RESTLV

SSN

PAYBLK FUNC

LAST NAME

FIRST NAME

I

PRIOR PP DATE

R

***** RESTORED *****

***** USED *****

ACCT

EXPIRE

A

HOURS

B

HOURS

C

HOURS

CURR

YTD

CUM

1

2

3

TOTAL

PYCO RESTORED HRS: _____

RESTORED YTD: _____

BALANCE: _____

***** DONATED *****

***** DONATED RETURNED *****

ACCT

EXPIRE

CURR

CUM

CURR

CUM

1

2

3

DONATED YTD: _____

DONATED RETD YTD: _____

FUNCTIONS:

A= ADD CHN

C= CHANGE

N= NAME SEARCH

R= RETRIEVE

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF12= END

Restored Leave (RESTLV)

DESCRIPTION AND EXECUTION

The Restored Leave (RESTLV) template is used to display and update an employee's restored leave information for up to three separate accounts. Each account can have up to three types of reasons for restoration of annual leave (e.g., illness or administrative error).

Steps to Reach Restored Leave

- At the Main Menu, select **2** - Payroll.
- At the Payroll Main Menu, select **2** - MER.
- At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
- At the Master Selection MER Menu, select **28** - Restored Leave.

The balance of the three accounts is computed as follows:
Hours Restored - Cum Used - Cum Donated + Cum Returned.

4.2.2.2.14 Sick Leave

* SPECIFY SSN OR FUNCTION = N 'NAME SEARCH'

COMMAND: _____

NPPS

NAO1370

SICK LEAVE - SL

SSN

PAYBLK

FUNC

LAST NAME

FIRST NAME

I

R

PRIOR PP DATE: _____

ADV TOTAL: _____

AVAILABLE FOR USE:

PYCO: _____

ADV USED CUM: _____

ACCRUED YTD: _____

ADV BALANCE: _____

ACCR AVAIL:

USED YTD: _____

ADV PYCO OWED: _____

ADV BALANCE:

RIC YTD: _____

ADV USED YTD: _____

ADV EXPIRED:

RESTRICTED BAL: _____

ADV REPAID YTD: _____

ACCR AVAIL: _____

ADV BAL OWED: _____

SICK LV BAL:

ADV DATE LIMIT: _____

PT HOURS CO: _____

***** CURRENT PAY PERIOD *****

EARNED: _____

USED: _____

RIC: _____

ADV USED: _____

ADV REPAID: _____

EARNED RESTRICTED: _____

FUNCTIONS:

A= ADD CHN

C= CHANGE

N= NAME SEARCH

R= RETRIEVE

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF12= END

Sick Leave (SL)

DESCRIPTION AND EXECUTION

The Sick Leave (SL) template is used to display and update an employee's sick leave information.

Steps to Reach Sick Leave

1. At the Main Menu, select **2** - Payroll
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **29** - Sick Leave.

4.2.2.2.15 Continuation of Pay Leave

COMMAND: _____		NPPS			
NAO1380		CONTINUATION OF PAY LEAVE - COP			
SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I
_____	_____	_____	_____	_____	_____
PRIOR PP DATE: _____					
DATE	HOURS	YTD	INJURY		
LIMIT	ALLOWED	USED	TO DATE	BALANCE	
INJURY 1:	_____	_____	_____		
INJURY 2:	_____	_____	_____		
INJURY 3:	_____	_____	_____		
TOTALS:					
TOTAL COP LEAVE PAID YTD: _____			CURRENT B/W COP USED:		

FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND					
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END					

Continuation of Pay Leave (COP)

DESCRIPTION AND EXECUTION

The Continuation of Pay Leave (COP) template is used to display and update an employee's Continuation of Pay (COP) information. Up to three injuries and associated information are allowed. The pay clerk must manually adjust the COP hours to the proper account on this template. The individual account fields are totaled for display only. A separate field, Total COP Leave Paid YTD, is provided for information and update since it is not updated from the individual account fields. The Total COP Leave Paid YTD should always be adjusted to equal the sum of the YTD used.

Steps to Reach Continuation of Pay Leave

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **30** - Continuation of Pay Leave.

4.2.2.2.16 Donated Annual Leave

COMMAND: _____		NPPS	
NAO1383		DONATED ANNUAL LEAVE - RECIPIEN	
SSN	PAYBLK	FUNC	LAST NAME
_____	_____	_____	_____
EFF DATE: _____	REASON: _____	ENDING DATE: _____	TERM DATE: _____
PRIOR PP DATE: _____	***** REMARKS *****	CUM COST.....
PYCO: _____	DIR: _____	DOLLARS HRS	
RECEIVED YTD: _____	IND: _____	_____	
USED YTD: _____	_____		
RETURNED YTD: _____	_____		
BALANCE: _____	.. DONATED HOURS ..		
.....RESTRICTED.....		CURRENT	CUMULATIVE
: CURR EARNED	CURR BAL	TRANSFERED :	RECEIVED: _____
: ANNUAL:	_____	:	USED: _____
: SICK:	_____	:	RETURNED: _____
: PROJECTED AL:	_____	:	DONATED: _____
FUNCTIONS: A= ADD CHAIN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND			
PF1= HELP PF2= MASDONOR PF3= PREV SCREEN PF5= MAIN MENU PF12= END			

Donated Annual Leave (RECIPIEN)

DESCRIPTION AND EXECUTION

The Donated Annual Leave (RECIPIEN) template is used to display and update an employee's donated leave information. The leave hours are given by fellow employees to those in urgent need of additional leave hours.

This template is used to establish an employee's eligibility to use donated leave, to adjust accumulations, if necessary, and to cancel the eligibility. The Eff Date and Reason must be entered to establish eligibility. An employee may receive (using MASDONOR) donated leave when an effective date and reason code have been entered. Valid reason codes are E (employee related emergency) and F (family related emergency). An employee may use donated leave beginning the pay period inside of which the effective date falls. The last pay period the employee may use donated leave is the pay period in which the Ending Date falls. The last pay period the employee may accept donated leave is the one in which the Term Date falls. During the time that the employee is eligible to use donated leave, advanced annual leave is not allowed. If the Reason Code = E, advanced sick leave will also be disallowed. The pay period accrual of annual leave will be restricted up to 40 hours for full-time employees and up to the employee's weekly scheduled tour of duty for part-time and uncommon tour employees. After 40 hours have been accumulated as restricted leave, additional accruals will be used to reduce any negative annual leave balance to zero. When the annual leave balance is greater than or equal to zero, additional accruals will be available for use and will be used before using any available donated leave balance. If the Reason Code = E, these restrictions will also apply to sick leave. In the pay period after the eligibility for donated leave has been canceled, the restricted leave will be made available for use. The

transfer of the restricted leave from restricted to available for use will be done during the pay period initialization process. Other donated leave processing, such as restricting the accruals, will be processed by the pay and leave computation process when the employee's T&A is entered. The Cum Cost fields are for data entry only. NPPS does not compute values for these fields. The recipient receives donations of annual leave and returns unused donated leave through the MASDONOR template.

Steps to Reach Donated Annual Leave

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **31** - Donated Annual Leave.

4.2.2.2.17 Home Leave

COMMAND: _____ NPPS
NAO1382 HOME LEAVE - HOMELV

SSN PAYBLK FUNC

____ _ ____ R

LAST NAME FIRST NAME I

____ _ ____ _ -

PRIOR PP DATE: _____

HOURS EARNED: _____

HOURS USED (CUM): _____

CURRENT BALANCE: _____

LAST LEAVE ACCRUAL DATE: _____

ACCRUAL RATE: _____

HOURS USED YTD: _____

FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND

PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END

Home Leave (HOMELV)

DESCRIPTION AND EXECUTION

The Home Leave (HOMELV) template is used to display and update an employee's home leave information. Home leave is earned when an employee's tour is outside the US.

Steps to Reach Home Leave

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **32** - Home Leave.

4.2.2.2.18 Other Leave Used YTD

COMMAND: _____ NPPS
NAO1390 OTHER LEAVE USED YTD - OTHLV

SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I
____	____	____	_____	_____	____

PRIOR PP DATE: _____

** FYTD MILITARY LEAVE HOURS**
PYCO: _____ CUR PP USED: _____
CUR FY: _____
FYTD USED: _____

BALANCE:

CUR PP HRS USED:

YTD ADMIN: _____
YTD AWOL: _____
YTD COURT: _____
YTD EXCUSED: _____
YTD GRADUATE: _____
YTD HOLIDAY: _____
YTD JURY: _____
YTD MILITARY: _____
YTD SUSPENDED: _____
YTD TIME OFF: _____

FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END

Other Leave Used YTD (OTHLV)

DESCRIPTION AND EXECUTION

The Other Leave Used YTD (OTHLV) template is used to display and update an employee's other leave information. These leave hours are not found on the other named leave templates (e.g., jury and administrative leave). NPPS records military leave in hours;. the non-duty weekend days may not be counted against the control total.

Steps to Reach Other Leave Used YTD

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **33** - Other Leave Used YTD.

4.2.2.2.19 Time Off Awards

COMMAND: _____ NPPS
NAO1395 TIME OFF AWARDS - TOA

SSN PAYBLK FUNC LAST NAME FIRST NAME I

100 00 0001 09 R FEAKINS RANDY C

NTE DATE AWD HRS CUR USED YTD USED CUM USED CUR FORF YTD FORF

TOTAL

BALANCE

FUNCTIONS: C= CHANGE N= NAME SEARCH R= RETRIEVE

PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END

Time Off Awards (TOA)

DESCRIPTION AND EXECUTION

The Time Off Awards (TOA) template is used to retrieve and display the time off award and usage fields for an individual employee. The accumulators for time off used and forfeited may be modified.

Steps to Reach Time Off Awards

- 1. At the Main Menu, select **2** - Payroll.
- 2. At the Payroll Main Menu, select **2** - MER.
- 3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
- 4. At the Master Selection MER Menu, select **34** - Time Off Awards.

4-175

4.2.2.2.20 Extended Compensatory Time

COMMAND: NAO1321

NPPS

14:13:10

EXTENDED COMPENSATORY TIME - EXTCT

SSN

PAYBLK

EXTENDED
THRU DATE

ORIGINAL
FRFTD DTE

FUNC

LAST NAME

FIRST NAME

I

HOURS TO
EXTEND

ORIGINAL
HRS FRFTD

ST

EXTENDED

EARN DTE

RATE

HOURS

CUM
USED

CUM
FRFTD

BALANCE

CD

YEARPP

CURRENT

USED

FRFTD

FUNCTION: A= ADD C= CHANGE D= DELETE N= NAME SEARCH R= RETRIEVE

PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END

Extended Compensatory Time (EXTCT)

DESCRIPTION AND EXECUTION

The Extended Compensatory Time (EXTCT) template is used to display and change information contained in an employee's extended/forfeited CT records. A major purpose of EXTCT is to extend the time an employee is permitted to use compensatory time. When CT hours are forfeited, a record is written with a null Extended Thru Date. This null date, or a previously entered Extended Thru Date, may be extended by typing in a desired future date into this field. The YEARPP field will be calculated from this Extended Thru Date if both the Extended Thru Date and the YEARPP fields are present. If the Extended Thru Date is not present, and the YEARPP field is entered, the Extended Thru Date will be calculated from YEARPP. Updates via EXTCT will not be permitted if the employee has a "good" T&A status at the time the EXTCT update is attempted. Extended/forfeited CT records may be added, changed, or deleted with the use of EXTCT.

Access to an extended/forfeited CT record may be made by entering an employees SSN, the Extended Thru Date, and the Original Frftd Date into the EXTCT template fields. An easier access method is to go first to the MASEXTCT template which will display all records associated with an employee, and then select the record to be processed.

Partial hours may be extended via this screen. If the record has never been extended, the partial hours can be used to extend any amount of the forfeited hours. If a partial amount has already been extended, then any amount of the forfeited hours can be extended for a new extended thru date if the old extended thru date has not been passed.

Steps to Reach Extended Compensatory Time

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **35** - Extended Compensatory Time.

4.2.2.2.21 Former State Taxes

```

* SPECIFY SSN OR FUNCTION = N 'NAME SEARCH'

COMMAND: _____ NPPS
NAO1410 FORMER STATE TAXES - FORMSTX 1 OF 3
-----

      SSN          PAYBLK  FUNC  LAST NAME          FIRST NAME  I
      _ _ _ _ _      _ _ _      _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
                                     R

                                     *** YTD FORMER STATE ***

STATE  GROSS      TSP  TAXABLE      WH      PCS WH  PCS EARN  PCS EARNING
CODE   EARN       DED   EARNINGS   TAKEN   TAKEN   SUBJ WH  NOT SUBJ

_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

      TAX EXEMPT      TAX EXEMPT  TAX EXEMPT
      FEHB          TFBP      FSA HC      FSA DC

      _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
      _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
      _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

      PCS EARNING NOT SUBJ
      WH -- ONLY APPLIES TO
      YTD VALUES
-----

FUNCTIONS:  A= ADD CHN  C= CHANGE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1= HELP      PF3= PREV SCREEN      PF5= MAIN MENU      PF12= END

```

Former State Taxes (FORMSTX)

DESCRIPTION AND EXECUTION

The Former State Taxes (FORMSTX) template is used to change an employee's former state taxes. Former state tax information can be entered for up to three states. Initially, this information is created automatically when an employee changes state taxing entities.

Steps to Reach Former State Taxes

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **36** - Former State Taxes.

4.2.2.2.22 **Former City and County Taxes**

* SPECIFY SSN OR FUNCTION = N 'NAME SEARCH'

COMMAND: _____

NPPS

NAO1420

FORMER CITY AND COUNTY TAXES - FORMCTX

1 OF 6

SSN

PAYBLK

FUNC

LAST NAME

FIRST NAME

I

R

*** YTD CITY ***

TAX

GROSS

TSP

TAXABLE

WH

PCS WH

PCS EARN

PCS EARNINGS

CODE

EARN

DED

EARNINGS

TAKEN

TAKEN

SUBJ WH

NOT SUBJ WH

TAX EXEMPT

TAX EXEMPT

TAX EXEMPT

FEHB

TFBP

FSA HC

FSA DC

PCS EARNING NOT SUBJ WH --

ONLY APPLIES TO YTD

FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND

PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END

Former City and County Taxes (FORMCTX)

DESCRIPTION AND EXECUTION

The Former City and County Taxes (FORMCTX) template is used to change an employee's former city and county taxes. Initially, this information is created automatically when an employee changes city/county taxing entities.

Steps to Reach Former City and County Taxes

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **37** - Former City and County Taxes.

4.2.2.2.23 YTD Earnings and Premium Hours Worked

* SPECIFY SSN OR FUNCTION = N 'NAME SEARCH'

COMMAND: _____ NPPS
NAO1431 YTD EARNINGS AND PREMIUM HOURS WORKED - YTDADJ1 1 OF 5

SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I
_____	_____	R	_____	_____	_____
AUO		BOND REFUND		COLA QTD	
AUO ADJ	_____	BOND ADJ	_____	QTD ADJ	_____
AVAIL PAY		CITY GROSS		CNTY GROSS	
AVAIL ADJ	_____	TAX ADJ	_____	TAX ADJ	_____
AWARD YTD		CITY GRS MTD		CNTY GRS MTD	
YTD ADJ	_____	MTD ADJ	_____	MTD ADJ	_____
AWARD NET		CITY GRS QTD		CNTY GRS QTD	
NET ADJ	_____	QTD ADJ	_____	QTD ADJ	_____
BASE TRS IN		COLA		EIC PYMNT	
TR IN ADJ	_____	COLA ADJ	_____	EIC ADJ	_____
BASE					
BASE ADJ	_____				

FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND
 PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF6= QYTDADJ
 PF7= BACKWARD PF8= FORWARD PF12= END

YTD Earnings and Premium Hours Worked - YTDADJ1 (Page 1)

COMMAND: _____ NPPS
NAO1431 YTD EARNINGS AND PREMIUM HOURS WORKED - YTDADJ1 2 OF 5

SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I
FERS		FOREIGN DIFF		HIT QTD	
FERS ADJ	_____	FOR ADJ	_____	QTD ADJ	_____
FICA		GROSS		HOLIDAY	
FICA ADJ	_____	GROSS ADJ	_____	HOL ADJ	_____
FICA QTD		HAZARDOUS		HOLIDAY HRS	
QTD ADJ	_____	HAZ ADJ	_____	HRS ADJ	_____
FICA TRAN IN		HAZARDOUS HR		LOCAL PAY	
TRS IN	_____	HRS ADJ	_____	LOC ADJ	_____
FIREFIGHTER		HIT		LOCAL TRS IN	
FIRE ADJ	_____	HIT ADJ	_____	TR IN ADJ	_____

FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND
 PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF6= QYTDADJ
 PF7= BACKWARD PF8= FORWARD PF12= END

YTD Earnings and Premium Hours Worked - YTDADJ1 (Page 2)

```

COMMAND: _____ NPPS
NAO1431      YTD EARNINGS AND PREMIUM HOURS WORKED - YTDADJ1  3 OF 5
-----
      SSN      PAYBLK  FUNC      LAST NAME      FIRST NAME      I
      R
LUMP SUM LV      OVERTIME HR      PCS NS CNTY
SUM ADJ      _____ HR ADJ      _____ CNTY ADJ      _____
      PCA
      PCA ADJ      _____
NET ERNGS      PCS NS CITY      PCS CNTY
NET ADJ      _____ CITY ADJ      _____ YTD ADJ      _____
NIGHT DIFF      PCS CITY      PCS CNTY QTD
NIGHT ADJ      _____ YTD ADJ      _____ QTD ADJ      _____
NIGHT DI HR      PCS CITY QTD      PCS CNTY MTD
HR ADJ      _____ QTD ADJ      _____ MTD ADJ      _____
OVERTIME      PCS CITY MTD      PCS FICA
OT ADJ      _____ MTD ADJ      _____ FICA ADJ      _____
      PCS FICA QTD
      QTD ADJ      _____
-----
FUNCTIONS:  A= ADD CHN  C= CHANGE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1=  HELP          PF3=  PREV SCREEN    PF5=  MAIN MENU    PF6=  QYTDADJ
PF7=  BACKWARD      PF8=  FORWARD       PF12= END

```

YTD Earnings and Premium Hours Worked - YTDADJ1 (Page 3)

```

COMMAND: _____ NPPS
NAO1431      YTD EARNINGS AND PREMIUM HOURS WORKED - YTDADJ1  4 OF 5
-----
      SSN      PAYBLK  FUNC      LAST NAME      FIRST NAME      I
      R
PCS HIT      PCS NS FED      ST GROSS QTD
HIT ADJ      _____ FED ADJ      _____ QTD ADJ      _____
PCS HIT QTD      PCS FED      STAFF DIFF
QTD ADJ      _____ YTD ADJ      _____ STF ADJ      _____
PCS NS STATE      PCS FED QTD      STATUTORY CT
ST ADJ      _____ QTD ADJ      _____ CT ADJ      _____
PCS STATE      RETEN ALLOW      SUNDAY DIFF
YTD ADJ      _____ ALLOW ADJ      _____ SUNDAY ADJ      _____
PCS ST QTD      STATE GROSS      SUN DIF HR
QTD ADJ      _____ TAX ADJ      _____ DIFF HR      _____
PCS ST MTD      ST GROSS MTD
MTD ADJ      _____ MTD ADJ      _____
-----
FUNCTIONS:  A= ADD CHN  C= CHANGE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1=  HELP          PF3=  PREV SCREEN    PF5=  MAIN MENU    PF6=  QYTDADJ
PF7=  BACKWARD      PF8=  FORWARD       PF12= END

```

YTD Earnings and Premium Hours Worked - YTDADJ1 (Page 4)

COMMAND: NPPS
NAO1431 YTD EARNINGS AND PREMIUM HOURS WORKED - YTDADJ1 5 OF 5

SSN

PAYBLK

FUNC

LAST NAME

FIRST NAME

I

SUPER DIFF

DIFF ADJ

TAXABLE

TAX ADJ

TAXABLE MTD

MTD ADJ

TAXABLE QTD

QTD ADJ

TXBLE CITY

YTD ADJ

TXBLE CI MTD

MTD ADJ

TXBLE CI QTD

QTD ADJ

TXBLE CNTY

YTD ADJ

TXBLE CT MTD

MTD ADJ

TXBLE CT QTD

QTD ADJ

TXBLE STATE

YTD ADJ

TXBLE ST MTD

MTD ADJ

TXBLE ST QTD

QTD ADJ

FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF6= QYTDADJ
PF7= BACKWARD PF8= FORWARD PF12= END

YTD Earnings and Premium Hours Worked - YTDADJ1 (Page 5)

COMMAND: NPPS
NAO1431 YTD EARNINGS AND PREMIUM HOURS WORKED - YTDADJ1 6 OF 6

SSN

PAYBLK

FUNC

LAST NAME

FIRST NAME

I

SLR YTD GROSS:

SLR ADJ:

SLR QTD:

SLR QTD ADJ:

SLR MTD:

SLR MTD ADJ:

FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF6= QYTDADJ
PF7= BACKWARD PF8= FORWARD PF12= END

YTD Earnings and Premium Hours Worked - YTDADJ1 (Page 6)

DESCRIPTION AND EXECUTION

The YTD Earnings and Premium Hours Worked (YTDADJ1) template is used to change an employee's YTD, QTD, and month-to-date (MTD) earnings and premium hours worked information.

Steps to Reach YTD Earnings and Premium Hours Worked

- 1. At the Main Menu, select 2 - Payroll.
- 2. At the Payroll Main Menu, select 2 - MER.

3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **38** - YTD Earnings and Premium Hours Worked.

This template is composed of four screens. You may move forward by pressing **PF8** and backward by pressing **PF7**.

4.2.2.2.24 YTD Leave Cost

COMMAND: _____		NPPS	
NAO1432		YTD LEAVE COST - YTDLVCT	
		1 OF 2	

SSN

PAYBLK

FUNC

LAST NAME

FIRST NAME

I

ADMINISTRATIVE LV:

ADMIN ADJ

ANNUAL LEAVE:

ANN ADJ

COMP TIME:

CT ADJ

CREDIT:

CRD ADJ

EXCUSED LEAVE:

EXCUSED ADJ

GRADUATE LEAVE:

GRAD ADJ

HOLIDAY LEAVE:

HOLI ADJ

HOME LEAVE:

HOME ADJ

JURY LEAVE:

JURY ADJ

MILITARY LEAVE:

MIL ADJ

FUNCTIONS:

A= ADD CHN

C= CHANGE

N= NAME SEARCH

R= RETRIEVE

S= SUSPEND

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF7= BACKWARD

PF8= FORWARD

PF12= END

YTD Leave Cost 1 (YTDLVCT)

COMMAND: _____		NPPS	
NAO1432		YTD LEAVE COST - YTDLVCT	
		2 OF 2	

SSN

PAYBLK

FUNC

LAST NAME

FIRST NAME

I

RELIG COMP TIME:

RCT ADJ

RESTORED LEAVE:

REST ADJ

SICK LEAVE:

SICK ADJ

TIME OFF AWARD:

TIME OFF ADJ

TRAUMATIC INJURY 1:

INJ1 ADJ

TRAUMATIC INJURY 2:

INJ2 ADJ

TRAUMATIC INJURY 3:

INJ3 ADJ

FUNCTIONS:

A= ADD CHN

C= CHANGE

N= NAME SEARCH

R= RETRIEVE

S= SUSPEND

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF7= BACKWARD

PF8= FORWARD

PF12= END

YTD Leave Cost 2 (YTDLVCT)

DESCRIPTION AND EXECUTION

The YTD Leave Cost (YTDLVCT) template is used to change an employee's YTD leave cost information.

Steps to Reach YTD Leave Cost

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **39** - YTD Leave Cost.

This template is composed of two screens. You may move forward by pressing **PF8** or backward by pressing **PF7**.

4.2.2.2.25 YTD Deductions

COMMAND: _____		NPPS	
NAO1441		YTD DEDUCTIONS - YTDDED1	
		1 OF 8	
SSN	PAYBLK	FUNC	LAST NAME
_____	_____	_____	_____
ADV PAY		CFC	CNTY TAX
ADV ADJ		CFC ADJ	TAX ADJ
ADV PAY CUM		CHILD SUP	CNTY TAX MTD
CUM ADJ		CHILD ADJ	MTD ADJ
BANKRUPTCY		COM GARNISH	CNTY TAX QTD
BANK ADJ		GARN ADJ	QTD ADJ
BANKRUPT CUM		CITY TAX	FED TAX
CUM ADJ		TAX ADJ	FED ADJ
BILL OF COLL		CITY TAX MTD	FED TAX QTD
BILL ADJ		MTD ADJ	QTD ADJ
BOND		CITY TAX QTD	
BOND ADJ		QTD ADJ	
FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF6= QYTDADJ PF7= BACKWARD PF8= FORWARD PF12= END			

YTD Deductions 1 (YTDDED1)

COMMAND: _____		NPPS	
NAO1441		YTD DEDUCTIONS - YTDDED1	
		2 OF 8	
SSN	PAYBLK	FUNC	LAST NAME
_____	_____	_____	_____
FEGLI GOVT		FEHB GOVT	HIT
GOVT ADJ		GOVT ADJ	HIT ADJ
FEGLI BASIC		FICA	HIT QTD
BASIC ADJ		FICA ADJ	QTD ADJ
FEGLI OPTA		FICA QTD	HIT GOVT
OPTA ADJ		QTD ADJ	GOVT ADJ
FEGLI OPTB		FICA GOVT	HIT GOVT QTD
OPTB ADJ		GOVT ADJ	QTD ADJ
FEGLI OPTC		FICA GOV QTD	
OPTC ADJ		QTD ADJ	
FEHB		FICA TRS	
FEHB ADJ		TRS ADJ	
FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF6= QYTDADJ PF7= BACKWARD PF8= FORWARD PF12= END			

YTD Deductions 2 (YTDDED1)

```

COMMAND: _____ NPPS
NAO1441          YTD DEDUCTIONS - YTDDED1          3 OF 8
-----
      SSN      PAYBLK  FUNC      LAST NAME      FIRST NAME  I
      --      -
      R
INDEBT          NEBA BAS QTD          PCS CITY TAX
INDEBT ADJ      BAS QTD ADJ          CITY ADJ
MISC            NEBA OPT QTD          PCS CITY MTD
MISC ADJ        OPT QTD ADJ          MTD ADJ
NEBA BASIC      NEBA SP QTD          PCS CITY QTD
NEBA ADJ        SP QTD ADJ          QTD ADJ
NEBA OPTION     NEBA TOT QTD          PCS CNTY TAX
OPT ADJ         QTD TOT ADJ          CNTY ADJ
NEBA SPOUSE     NEBA TR          PCS CNTY MTD
SP YTD ADJ      TR ADJ          MTD ADJ
NEBA TOTAL      NEBA TRV QTD          PCS CNTY QTD
TOT ADJ         TR QTD ADJ          QTD ADJ
-----
FUNCTIONS:  A= ADD CHN  C= CHANGE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1=  HELP          PF3=  PREV SCREEN  PF5=  MAIN MENU    PF6=  QYTDADJ
PF7=  BACKWARD      PF8=  FORWARD    PF12= END

```

YTD Deductions 3 (YTDDED1)

```

COMMAND: _____ NPPS
NAO1441          YTD DEDUCTIONS - YTDDED1          4 OF 8
-----
      SSN      PAYBLK  FUNC      LAST NAME      FIRST NAME  I
      --      -
      R
PCS ST TAX      PCS HIT          STATE TX QTD
ST ADJ          HIT ADJ          QTD ADJ
PCS ST MTD      PCS HIT QTD          STATE TX MTD
MTD ADJ         QTD ADJ          MTD ADJ
PCS ST QTD      PCS FICA          TSP LN CUM1
QTD ADJ         FICA ADJ          CUM1 ADJ
PCS FED TAX     PCS FICA QTD          TSP LN CUM2
FED ADJ         QTD ADJ          CUM2 ADJ
PCS F TX QTD    STATE TAX          TSP LN DED1
QTD ADJ         TAX ADJ          DED1 ADJ
-----
FUNCTIONS:  A= ADD CHN  C= CHANGE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1=  HELP          PF3=  PREV SCREEN  PF5=  MAIN MENU    PF6=  QYTDADJ
PF7=  BACKWARD      PF8=  FORWARD    PF12= END

```

YTD Deductions 4 (YTDDED1)

COMMAND: NPPS
NAO1441 YTD DEDUCTIONS - YTDDDED1 5 OF 8

SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I

		R			-
TSP LN DED2			LTC EMPLOYEE		
DED2 ADJ					
TSP TRS IN			LTC SPOUSE		
TSP ADJ					
UNION DUES			LTC DEPENDENT		
DUES ADJ					
VOL ALLOT					
ALLOT ADJ					

FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF6= QYTDADJ
PF7= BACKWARD PF8= FORWARD PF12= END

YTD Deductions 5 (YTDDDED1)

COMMAND: NPPS
NAO1441 YTD DEDUCTIONS - YTDDDED1 6 OF 8

SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I

		R			-
YTD FTAX EX FEHB			YTD CTAX EX FEHB		
YTD FTAX EX FEHB ADJ			YTD CTAX EX FEHB ADJ		
QTD FTAX EX FEHB			MTD CTAX EX FEHB		
QTD FTAX EX FEHB ADJ			MTD CTAX EX FEHB ADJ		
YTD STAX EX FEHB			QTD CTAX EX FEHB		
YTD STAX EX FEHB ADJ			QTD CTAX EX FEHB ADJ		
MTD STAX EX FEHB					
MTD STAX EX FEHB ADJ					
QTD STAX EX FEHB					
QTD STAX EX FEHB ADJ					

FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF6= QYTDADJ
PF7= BACKWARD PF8= FORWARD PF12= END

YTD Deductions 6 (YTDDDED1)

04-01-29
14:43:49

COMMAND: _____ NPPS
NAO1441 YTD DEDUCTIONS - YTDDED1 7 OF 8

SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I
YTD FTAX EX FSA HC			YTD CTAX EX FSA HC		
YTD FTAX EX FSA HC ADJ			YTD CTAX EX FSA HC ADJ		
QTD FTAX EX FSA HC			MTD CTAX EX FSA HC		
QTD FTAX EX FSA HC ADJ			MTD CTAX EX FSA HC ADJ		
YTD STAX EX FSA HC			QTD CTAX EX FSA HC		
YTD STAX EX FSA HC ADJ			QTD CTAX EX FSA HC ADJ		
MTD STAX EX FSA HC					
MTD STAX EX FSA HC ADJ					
QTD STAX EX FSA HC					
QTD STAX EX FSA HC ADJ					

FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF6= QYTDADJ
PF7= BACKWARD PF8= FORWARD PF12= END

YTD Deductions 7 (YTDDED1)

04-01-29
14:43:49

COMMAND: _____ NPPS
NAO1441 YTD DEDUCTIONS - YTDDED1 8 OF 8

SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I
YTD FTAX EX FSA DC			YTD CTAX EX FSA DC		
YTD FTAX EX FSA DC ADJ			YTD CTAX EX FSA DC ADJ		
QTD FTAX EX FSA DC			MTD CTAX EX FSA DC		
QTD FTAX EX FSA DC ADJ			MTD CTAX EX FSA DC ADJ		
YTD STAX EX FSA DC			QTD CTAX EX FSA DC		
YTD STAX EX FSA DC ADJ			QTD CTAX EX FSA DC ADJ		
MTD STAX EX FSA DC					
MTD STAX EX FSA DC ADJ					
QTD STAX EX FSA DC					
QTD STAX EX FSA DC ADJ					

FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF6= QYTDADJ
PF7= BACKWARD PF8= FORWARD PF12= END

YTD Deductions 8 (YTDDED1)

DESCRIPTION AND EXECUTION

The YTD Deductions (YTDDED1) template is used to change an employee's YTD, QTD, and cumulative deductions' information.

Steps to Reach YTD Deductions

- 1. At the Main Menu, select **2** - Payroll.
- 2. At the Payroll Main Menu, select **2** - MER.
- 3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
- 4. At the Master Selection MER Menu, select **40** - YTD Deductions.

This template is composed of eight screens. You may move forward by pressing **PF8** and backward by pressing **PF7**.

4.2.2.2.26 Retirement Adjustments

COMMAND: _____		NPPS		RETIREMENT ADJUSTMENTS - RETIRADJ		1 OF 3	
SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I		
CSRS PRIOR			CSRS TRAN IN	CSRS YTD			
PRIOR ADJ			TR IN ADJ	YTD ADJ			
CSRS TRAN OUT			CSRS CUM				
TR OUT ADJ			CUM ADJ				
OFFSET YTD FULL			OFFSET YTD REDU				
OFFSET YTD FULL ADJ			OFFSET YTD REDU ADJ				
CSRS MD PR			CSRS M TR IN	CSRS MIL YTD			
MD ADJ			TR IN ADJ	MIL YTD ADJ			
CSRS M TR OUT			CSRS MD CUM				
TR OUT ADJ			MD CUM ADJ				

FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND
 PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF6= QYTDADJ
 PF7= BACKWARD PF8= FORWARD PF12= END

Retirement Adjustments - RETIRADJ (Page 1)

COMMAND: _____		NPPS		RETIREMENT ADJUSTMENTS - RETIRADJ		2 OF 3		09:48:25	
SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I				
RETIRE CODE									
CSRS GOVT									
GOVT ADJ									
CSRS MD INTC									
INTCM ADJ									
CSRS MD INT									
INT ADJ									
CIV SR CRD PR			CIV SR TR IN	CIV SER YTD					
CRD PR ADJ			TR IN ADJ	YTD ADJ					
CIV SR TR OUT			CIV SR C CUM						
TR OUT ADJ			CD CUM ADJ	RETIRE CODE					

FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND
 PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF6= QYTDADJ
 PF7= BACKWARD PF8= FORWARD PF12= END

Retirement Adjustments - RETIRADJ (Page 2)

```

COMMAND: _____ NPPS
NAO1443 RETIREMENT ADJUSTMENTS - RETIRADJ 3 OF 3
-----
      SSN      PAYBLK  FUNC      LAST NAME      FIRST NAME  I
      _____  _____  _____  _____  _____  -
      RETIRE CODE      ADJUST RETIRE CODE  _
FERS PRIOR      FERS TRAN IN      FERS CODE K  _____
PRIOR ADJ      TR IN ADJ      FERS CODE L  _____
FERS TRAN OUT      FERS CUM      FERS CODE M  _____
TR OUT ADJ      CUM ADJ      FERS CODE N  _____
FERS MD PR      FERS M TR IN
MD ADJ      TR IN ADJ      FERS YTD
FERS M TR OUT      FERS MD CUM      YTD ADJ
TR OUT ADJ      MD CUM ADJ      FERS MIL YTD
FERS GOVT      FERS MD INT      MIL YTD ADJ
GOVT ADJ      INT ADJ      FERS MD INTC
      INTC ADJ
-----
FUNCTIONS:  A= ADD CHN  C= CHANGE  N= NAME SEARCH  R= RETRIEVE  S= SUSPEND
PF1= HELP      PF3= PREV SCREEN  PF5= MAIN MENU      PF6= QYTDADJ
PF7= BACKWARD  PF8= FORWARD    PF12= END

```

Retirement Adjustments - RETIRADJ (Page 3)

DESCRIPTION AND EXECUTION

The Retirement Adjustments (RETIRADJ) template is used to adjust employee retirement accumulations.

Steps to Reach Retirement Adjustments

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **41** - YTD Retirement Adjustments.

This template is composed of three screens. You may move forward by pressing **PF8** and backward by pressing **PF7**.

The breakdown of the FERS retirement plan codes is provided for year-end reporting purposes for those cases when contributions to more than one FERS plan have been made in the same year. These fields may be updated directly, or they will be updated as a result of entering adjustments to the FERS YTD/CUM fields in correspondence with the ADJUST RETIRE CODE value. The breakdown accumulators are updated each pay period along with the FERS YTD and CUM accumulators.

4.2.2.2.27 YTD Deductions TSP

COMMAND: _____		NPPS	
NAO1442	YTD DEDUCTIONS, THRIFT SAVINGS PLAN - YTD TSP		1 OF 2

SSN	PAYBLK	FUNC	LAST NAME FIRST NAME I
-----	-----	-----	-----
EMPLOYEE		GOVT. BASIC	GOVT. MATCHING
YTD DED		YTD AMT	YTD AMT
ADJ	-----	ADJ	ADJ
TOTAL YTD		TOTAL YTD	TOTAL YTD

EMPLOYEE CATCH-UP			
YTD DED			
ADJ	-----		
TOTAL YTD CATCH-UP			

FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND			
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF6= QYTDADJ			
PF7= BACKWARD PF8= FORWARD PF12= END			

YTD Deductions, Thrift Savings Plan - YTD TSP (Page 1)

COMMAND: _____		NPPS	
NAO1442	YTD DEDUCTIONS, THRIFT SAVINGS PLAN - YTD TSP		2 OF 2

SSN	PAYBLK	FUNC	LAST NAME FIRST NAME I
-----	-----	-----	-----
CY DED MTD		CITY DED QTD	ST DED YTD
MTD ADJ	-----	QTD ADJ	YTD ADJ
CY DED QTD		CNTY DED YTD	ST DED MTD
QTD ADJ	-----	YTD ADJ	MTD ADJ
CITY DED YTD		CNTY DED MTD	ST DED QTD
YTD ADJ	-----	MTD ADJ	QTD ADJ
CITY DED MTD		CNTY DED QTD	
MTD ADJ	-----	QTD ADJ	

FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND			
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF6= QYTDADJ			
PF7= BACKWARD PF8= FORWARD PF12= END			

YTD Deductions, Thrift Savings Plan - YTD TSP (Page 2)

DESCRIPTION AND EXECUTION

The YTD Deductions, Thrift Savings Plan (YTDTSP) template is used to establish and change an employee's YTD and cumulative TSP deductions information.

Steps to Reach YTD Deductions TSP

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **42** - YTD Deductions TSP.

This template is composed of three screens. You may move forward by pressing **PF8** and backward by pressing **PF7**.

4.2.2.28 Appointment Limitations

COMMAND: _____		NPPS			
NAO1450		APPOINTMENT LIMITATIONS - LIMIT			

SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I
____	____	____	_____	_____	____
APPOINTMENT					
LIMIT		CUM USED	BALANCE		
-----		-----	-----		
DAYS:		_____			
DOLLARS:		_____			
HOURS:		_____			
DATE:		_____			
BIWEEKLY SEVERANCE PAY:					
POSITION CODE:			TENURE CODE:		
PAY PLAN:			WORK SCHEDULE:		

FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND					
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END					

Appointment Limitations (LIMIT)

DESCRIPTION AND EXECUTION

The Appointment Limitations (LIMIT) template is used to update an employee's accumulation of hours, dollars, or days during a limited appointment.

Steps to Reach Appointment Limitations

- 1. At the Main Menu, select **2** - Payroll.
- 2. At the Payroll Main Menu, select **2** - MER.
- 3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
- 4. At the Master Selection MER Menu, select **43** - Appointment Limitations.

4.2.2.2.29 **Transfer In Data**

COMMAND: _____		NPPS	
NAO1444		TRANSFER IN DATA - TRANSIN	

SSN	PAYBLK	FUNC	LAST NAME FIRST NAME I
_____	_____	_____	_____
BASE EARNINGS: TRANS IN		TSP CATCH-UP: TRANS IN	
FICA EARNINGS: TRANS IN		FSA HC: TRANSIN	
FICA DED: TRANS IN		FSA DC: TRANSIN	
TSP DED: TRANS IN			
LOCAL PAY: TRANS IN			

FUNCTIONS: C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND			
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU			
PF6= QYTDADJ PF12= END			

Transfer in Data - TRANSIN

DESCRIPTION AND EXECUTION

The Transfer In Data (TRANSIN) template is used to establish and change an employee's prior employment base earnings, FICA earnings and deductions, TSP deductions, local pay, and FSA HC/DC.

Steps to Reach Transfer in Data

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** – Master Selection MER Menu.
4. At the Master Selection MER Menu, select **44** –Transfer In Data.

4.2.2.3 *Control Actions*

NPPS provides various types of processing control actions: normals control, gross-to-net pay control, YTD control, allotments. In addition, NPPS provides the ability to display information about a single employee or group of employees.

Normals Control - Computes normal pay control for an individual employee, a single payblock, or the entire center. Each old vs. new normals control consists of an old normal amount from the previous pay period, a new normal amount computed automatically from any current pay period action affecting normal pay control elements, and a computed difference between the two. NPPS globally computes all old vs. new normals to provide a new baseline for the normal pay control.

In addition, a tour of duty normals is computed for part-time employees and only current normals are computed.

Payroll Register Control - Computes gross to net pay balancing control elements and maintains these control elements for an individual employee, a single payblock, and the entire center.

Pay Period YTD Adjustments - Calculates the YTD control elements from earnings and adjustments accumulations maintenance actions by computing the difference between the previous accumulations value and the new accumulations value.

Savings Allotment Summary - Computes allotment control total dollars for changes to voluntary allotments and TSP loan repayment allotments at the center level for changes made during the pay period.

Bonds Control - Summarizes bond enrollments and pay period bond processing.

Awards Control - Queries deduction amounts withheld from cash awards during the current pay period for a given employee.

Queries - Displays information about a single employee or group of employees. For example, you may display personnel information about a single employee, or list a group of new employees or terminated employees. The following queries are provided.

- Personnel Data
- New Employee List
- Terminated Employee List
- Pay Period History Query
- Pay Period History

4.2.2.3.1 Old Versus New Normals

* SPECIFY PAYBLOCK, SSN, OR PF9 - 'NAME SEARCH'

COMMAND: _____

NPPS

NAO1520

OLD VERSUS NEW NORMALS - QNORM

1 OF 3

PAY BLOCK: __ OR SSN: __ _

NAME: _____

OLD

NEW

DIFFERENCE

GROSS PAY

SUPER DIFF

FOREIGN DIFF

RETENTION ALLOW

STAFF DIFF

*AUO

PCA

LOCAL PAY

CSRS

FICA

HEALTH INSURANCE TAX

FEDERAL WITHHOLDING TAX

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF7= BACKWARD

PF8= FORWARD

PF9= NAME SEARCH

PF12= END

Old Versus New Normals - QNORM (Page 1)

COMMAND: _____

NPPS

NAO1520

OLD VERSUS NEW NORMALS - QNORM

2 OF 3

PAY BLOCK: __ OR SSN: __ _

NAME: _____

OLD

NEW

DIFFERENCE

STATE WITHHOLDING TAX

CITY WITHHOLDING TAX

CIVILIAN SERVICE CREDIT

COUNTY WITHHOLDING TAX

FEGLI

FEHB

BOND DEDUCTION

CFC

UNION DUES

VOLUNTARY SAVINGS ALLOT

NEBA

FERS

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF7= BACKWARD

PF8= FORWARD

PF9= NAME SEARCH

PF12= END

Old Versus New Normals - QNORM (Page 2)

COMMAND: _____		NPPS	
NAO1520	OLD VERSUS NEW NORMALS - QNORM		3 OF 3

PAY BLOCK: ____ OR SSN: ____ NAME: _____			
	OLD	NEW	DIFFERENCE
ADVANCE PAY DED			
CSRS MILITARY DEPOSIT			
FERS MILITARY DEPOSIT			
TSP DEDUCTION			
TSP CATCH-UP			
TSP LOAN REPAYMENT ALLOT			
INDEBTEDNESS DUE U.S.			
BANKRUPTCY			
CHILD SUPPORT			
COMMERCIAL GARNISHMENTS			
COST OF LIVING ALLOWANCE			
FSA HC			
FSA DC			
NET PAY			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF9= NAME SEARCH	PF12= END	

Old Versus New Normals - QNORM (Page 3)

DESCRIPTION AND EXECUTION

The Old Versus New Normals (QNORM) template is used to retrieve and display the old versus new normals pay. The normals are checked against the manual control maintained in the Payroll Office to make sure all pay changes were input. This information may be requested for an individual employee, single payblock, or the entire center.

Steps to Reach Old Versus New Normals

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - Master Employee Record (MER).
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **46** - Old Versus New Normals.

This template is composed of three screens. You may move forward by pressing **PF8** and backward by pressing **PF7**.

DESCRIPTION OF DATA PROCESSING AND OUTPUT

To view the normals for an individual, enter the individual's payblock and SSN in the fields provided at the top of the page and press **ENTER**. To view the normals for a single payblock, enter only the payblock number and press **ENTER**. To view the normals for the entire center, enter the number **99** in the payblock field and press **ENTER**.

* The label AUO will be replaced with AVAIL PAY if the employee is getting availability pay.

4.2.2.3.2 Tour of Duty Normals

* SPECIFY SSN

COMMAND: _____

NPPS

NAO1587

TOUR OF DUTY NORMALS - QPAY

1 OF 3

SSN: _ _ _

PAY BLOCK:

CURRENT NORMALS

PART TIME HOURS

GROSS PAY

SUPER DIFF

FOREIGN DIFF

RETENTION ALLOW

STAFF DIFF

AUO

PCA

LOCAL PAY

CSRS

FICA

HEALTH INSURANCE TAX

FEDERAL WITHHOLDING TAX

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF7= BACKWARD

PF8= FORWARD

PF12= END

Tour of Duty Normals - QPAY (Page 1)

COMMAND: _____

NPPS

NAO1587

TOUR OF DUTY NORMALS - QPAY

2 OF 3

SSN: _ _ _

PAY BLOCK:

CURRENT NORMALS

STATE WITHHOLDING TAX

CITY WITHHOLDING TAX

CIVILIAN SERVICE CREDIT

COUNTY WITHHOLDING TAX

FEGLI

FEHB

BOND DEDUCTION

CFC

UNION DUES

VOLUNTARY SAVINGS ALLOT

NEBA

FERS

CSRS MILITARY DEPOSIT

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF7= BACKWARD

PF8= FORWARD

PF12= END

Tour of Duty Normals - QPAY (Page 2)

COMMAND: _____		NPPS	
NAO1587	TOUR OF DUTY NORMALS - QPAY		3 OF 3

SSN: ____	PAY BLOCK:		
CURRENT NORMALS			
FERS MILITARY DEPOSIT TSP DEDUCTION TSP CATCH-UP TSP LOAN REPAYMENT ALLOT INDEBTEDNESS DUE U.S. BANKRUPTCY CHILD SUPPORT COMMERCIAL GARNISHMENTS COST OF LIVING ALLOWANCE ADVANCE PAY DED FSA HC FSA DC NET PAY			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

Tour of Duty Normals - QPAY (Page 3)

DESCRIPTION AND EXECUTION

The Tour of Duty Normals (QPAY) template is used to retrieve and display the normal pay fields for a part-time employee. The employee's normals will be computed based on part-time hours.

Steps to Reach Tour of Duty Normals

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **54** - Tour of Duty Normals.

This template is composed of three screens. You may move forward by pressing **PF8** and backward by pressing **PF7**.

4.2.2.3.3 Awards Control

COMMAND: _____ NPPS
NAO1585 INDIVIDUAL AWARDS - QAWARD

SSN	PAYBLK	FUNCT	PAY DATE	LAST NAME	FIRST NAME	I
____	____	____	____	_____	_____	____

NOAC GROSS FED OASDI HIT STATE CITY COUNTY NET AWD

TOTAL

FUNCTIONS: N= NAME SEARCH R= RETRIEVE
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END

Awards Control (QAWARD)

DESCRIPTION AND EXECUTION

The Awards Control (QAWARD) template is used to retrieve and display the award fields for an individual employee.

Steps to Reach Awards Control

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **53** - Awards Control.

4.2.2.3.4 Pay Period YTD Adjustments

COMMAND: NAO1530

NPPSPAY PERIOD YTD ADJUSTMENTS - QYTDADJ 1 OF 17

PAY BLOCK:

	OLD TOTAL	NEW TOTAL	DIFFERENCE
EARNINGS:			
AWD			
AVAILABILITY PAY			
AWARD NET			
BASE			
BASE TRANS IN			
BOND REFUND			
CASH AWARDS			
CITY GROSS			
CITY GRS MTD			
CITY GRS QTD			
COLA			
COLA QTD			

PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF7= BACKWARD

PF8= FORWARD PF12= END

Pay Period YTD Adjustments - QYTDADJ (Page 1)

COMMAND: NAO1530

NPPSPAY PERIOD YTD ADJUSTMENTS - QYTDADJ 2 OF 17

PAY BLOCK:

	OLD TOTAL	NEW TOTAL	DIFFERENCE
EARNINGS:			
CNTY GROSS			
CNTY GRS MTD			
CNTY GRS QTD			
EIC			
FERS			
FICA			
FICA QTD			
FICA TRANS IN			
FIRE FIGHTERS			
FOREIGN DIFF			
GROSS			
HAZARDOUS			

PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF7= BACKWARD

PF8= FORWARD PF12= END

Pay Period YTD Adjustments - QYTDADJ (Page 2)

COMMAND: _____		NPPS	
NAO1530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 3 OF 17	

PAY BLOCK: ____			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
EARNINGS:			
HIT			
HIT QTD			
LOCAL PAY			
LOCAL PAY TRANS IN			
LUMP SUM LV			
NET			
NIGHT DIFF			
OVERTIME			
PCA			
PCS NOT SUBJ CITY TAX			
PCS CITY TAX			
PCS CITY MTD			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

Pay Period YTD Adjustments - QYTDADJ (Page 3)

COMMAND: _____		NPPS	
NAO1530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 4 OF 17	

PAY BLOCK: _____			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
EARNINGS:			
PCS CITY QTD			
PCS NOT SUB CNTY TAX			
PCS CNTY TAX			
PCS CNTY MTD			
PCS CNTY QTD			
PCS FICA			
PCS FICA QTD			
PCS HIT			
PCS HIT QTD			
PCS NOT SUBJ STATE TAX			
PCS STATE TAX			
PCS STATE MTD			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

Pay Period YTD Adjustments - QYTDADJ (Page 4)

COMMAND: _____		NPPS		
NAO1530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 5 OF 17		

PAY BLOCK: ____				
		OLD TOTAL	NEW TOTAL	DIFFERENCE
EARNINGS:				
PCS STATE QTD				
PCS NOT SUBJ FED TAX				
PCS FED TAX				
PCS FED TAX QTD				
RETENTION ALLOW				
STAFF DIFF				
STATE GROSS				
STATE GRS MTD				
STATE GRS QTD				
STAT CUT				
SUNDAY DIFF				
SUPER DIFF				

PF1= HELP		PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD		PF12= END		

Pay Period YTD Adjustments - QYTDADJ (Page 5)

COMMAND: _____		NPPS		
NAO1530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 6 OF 17		

PAY BLOCK: _____				
		OLD TOTAL	NEW TOTAL	DIFFERENCE
EARNINGS:				
TAXABLE				
TAXABLE MTD				
TAXABLE QTD				
TAXABLE CITY				
TAXABLE CITY MTD				
TAXABLE CITY QTD				
TAXABLE CNTY				
TAXABLE CNTY MTD				
TAXABLE CNTY QTD				
TAXABLE STATE				
TAXABLE STATE MTD				
TAXABLE STATE QTD				

PF1= HELP		PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD		PF12= END		

Pay Period YTD Adjustments - QYTDADJ (Page 6)

COMMAND: _____

NPPS

NAO1530

PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 7 OF 17

PAY BLOCK: ____

OLD TOTAL

NEW TOTAL

DIFFERENCE

TSP DEDUCTIONS:

CY DED

GOVT BASIC AMT DIST

GOVT MATCH AMT DIST

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF7= BACKWARD

PF8= FORWARD

PF12= END

Pay Period YTD Adjustments - QYTDADJ (Page 7)

COMMAND: _____

NPPS

NAO1530

PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 8 OF 17

PAY BLOCK: ____

OLD TOTAL

NEW TOTAL

DIFFERENCE

TSP DEDUCTIONS:

TSP STATE DED YTD

TSP STATE DED MTD

TSP STATE DED QTD

TSP CNTY DED YTD

TSP CNTY DED MTD

TSP CNTY DED QTD

TSP CITY DED YTD

TSP CITY DED MTD

TSP CITY DED QTD

TSP TRNS IN

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF7= BACKWARD

PF8= FORWARD

PF12= END

Pay Period YTD Adjustments - QYTDADJ (Page 8)

COMMAND: _____		NPPS		
NAO1530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 9 OF 17		

PAY BLOCK: ____				
		OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:				
ADV PAY CUM				
ADV PAY YTD				
BANKRUPTCY				
BANKRUPTCY CUM				
BILL OF COLL				
BOND				
CFC				
CHILD SUP				
CHILD SUP CUM				
COM GARNISH				
COM GARNISH CUM				
CITY TAX				

PF1= HELP		PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD		PF12= END		

Pay Period YTD Adjustments - QYTDADJ (Page 9)

COMMAND: _____		NPPS	
NAO1530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 10 OF 17	

PAY BLOCK: _____			
		OLD TOTAL	NEW TOTAL
			DIFFERENCE
DEDUCTIONS:			
CITY TAX MTD			
CITY TAX QTD			
CIV SVS CR PR			
CIV SVS CR			
CIV SVS CUM			
CIV SVS TRSF			
CIV SVS TRSF OUT			
CNTY TAX			
CNTY TAX MTD			
CNTY TAX QTD			
CSRS PRIOR			
CSRS			

PF1= HELP		PF3= PREV SCREEN	PF5= MAIN MENU
PF8= FORWARD		PF12= END	PF7= BACKWARD

Pay Period YTD Adjustments - QYTDADJ (Page 10)

COMMAND: _____		NPPS	
NAO1530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 11 OF 17	

PAY BLOCK: ____			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:			
CSRS CUM TRANSFER			
CSRS GOVT			
CSRS TRNS OUT			
CSRS NASA CUM			
CSRS MIL DEP PRIOR			
CSRS MIL DEP			
CSRS MIL DEP CUM			
CSRS MIL DEP INT			
CSRS MIL DEP INT CUM			
CSRS MIL DEP TRANSFER			
CSRS MIL TR OUT			
FED TAX			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

Pay Period YTD Adjustments - QYTDADJ (Page 11)

COMMAND: _____		NPPS	
NAO1530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 12 OF 17	

PAY BLOCK: _____			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:			
FED TAX QTD			
FEGLI TOTAL			
FEGLI GOVT			
FEHB			
FEHB GOVT			
FERS PRIOR			
FERS - K FUND			
FERS - L FUND			
FERS - M FUND			
FERS - N FUND			
FERS TRNS IN			
FERS TRNS OUT			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

Pay Period YTD Adjustments - QYTDADJ (Page 12)

COMMAND: _____		NPPS	
NAO1530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 13 OF 17	

PAY BLOCK: _____			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:			
FERS GOVT CONT - K FUND			
FERS GOVT CONT - L FUND			
FERS GOVT CONT - M FUND			
FERS GOVT CONT - N FUND			
FERS MIL DEP PR			
FERS MIL DEP			
FERS MIL DEP CUM			
FERS MIL DEP INT			
FERS MIL DEP INT CUM			
FERS MIL DEP TRANSFER			
FERS MIL TR OUT			
FERS NASA CUM			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

Pay Period YTD Adjustments - QYTDADJ (Page 13)

COMMAND: _____		NPPS	
NAO1530		PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 14 OF 17	

PAY BLOCK: _____			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:			
FICA			
FICA QTD			
FICA GOVT			
FICA GOVT QTD			
FICA TRNS IN			
HIT			
HIT QTD			
HIT GOVT			
HIT GOVT QTD			
INDEBT			
INDEBT CUM			
MISC			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

Pay Period YTD Adjustments - QYTDADJ (Page 14)

COMMAND: _____		NPPS	
NAO1530	PAY PERIOD YTD ADJUSTMENTS - QYTDADJ		15 OF 17

PAY BLOCK: _____			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:			
NEBA BASIC			
NEBA OPTIONAL			
NEBA SPOUSE			
NEBA TOTAL			
NEBA BASIC QTD			
NEBA OPT QTD			
NEBA SPOUSE QTD			
NEBA QTD TOT			
NEBA TRAVEL			
NEBA TRAVEL QTD			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

Pay Period YTD Adjustments - QYTDADJ (Page 15)

COMMAND: _____		NPPS	
NAO1530	PAY PERIOD YTD ADJUSTMENTS - QYTDADJ		16 OF 17

PAY BLOCK: _____			
	OLD TOTAL	NEW TOTAL	DIFFERENCE
DEDUCTIONS:			
PCS CITY TAX			
PCS CITY MTD			
PCS CITY QTD			
PCS CNTY TAX			
PCS CNTY MTD			
PCS CNTY QTD			
PCS FICA			
PCS FICA QTD			
PCS HIT			
PCS HIT QTD			
PCS STATE TAX			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

Pay Period YTD Adjustments - QYTDADJ (Page 16)

COMMAND: _____

NPPS

NAO1530

PAY PERIOD YTD ADJUSTMENTS - QYTDADJ 17 OF 17

PAY BLOCK: ____

OLD TOTAL

NEW TOTAL

DIFFERENCE

DEDUCTIONS:

PCS STATE MTD

PCS STATE QTD

PCS FED TAX

PCS FED TAX QTD

STATE TAX

STATE TAX MTD

STATE TAX QTD

TSP LOAN DED 1

TSP LOAN DED 2

UNION DUES

VOLUNTARY ALLOT

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF7= BACKWARD

PF8= FORWARD

PF12= END

Pay Period YTD Adjustments - QYTDADJ (Page 17)

DESCRIPTION AND EXECUTION

The Pay Period YTD Adjustments (QYTDADJ) template is used to retrieve and display the changes in the old versus new totals for the pay period YTD, QTD, and MTD data for control and reconciliation purposes.

Steps to Reach Pay Period YTD Adjustments

- 1. At the Main Menu, select **2** - Payroll.
- 2. At the Payroll Main Menu, select **2** - MER.
- 3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
- 4. At the Master Selection MER Menu, select **47** - Pay Period YTD Adjustments.

This template is composed of seventeen screens. You may move forward by pressing PF8 and backward by pressing PF7.

4.2.2.3.5 Payroll Register

COMMAND: _____		NPPS	
NAO1550		PAYROLL REGISTER - QREG	
		1 OF 3	
PAY BLOCK: __ OR SSN: __ __ __ NAME: _____			
ADD:	ADD: NET + DED	ADD: NET + DED	
BASIC PAY	NET EARN	FEHB	
OVERTIME	ADV PAY	FERS	
NITE DIF	BANKRUPTCY	FERS MIL	
HOL WKD	BONDS	FICA	
LUMP SUM	CFC	INDEBT US	
UNUS CT PD	CHILD SUPP	HIT	
SUN DIF	C GARNISH	MISC	
HAZARD	CIV SV CR	NEBA	
FOREN-DIF	CITY TAX	STATE TAX	
SUPER DIFF	COUNTY TAX	TSP	
RET ALLOW	CSRS	TSP CATCH	
STAFF DIFF	CSRS MIL	TSP LOAN	
*AUO/AVAIL	FED TAX	UNION	
PCA	FEGLI	VOL ALLOT	
LOCAL PAY	LTC		
	FSA HC		
	FSA DC	SUB TOT	

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF9= NAME SEARCH	PF12= END	

Payroll Register - QREG (Page 1)

COMMAND: _____		NPPS		92-06-09
NAO1550		PAYROLL REGISTER - QREG		13:55:45
		2 OF 3		
PAY BLOCK: __ OR SSN: __ __ __ NAME: _____				
	ADD: ADJUSTMENTS	LESS: REFUNDS/CREDIT		
	(-)	(+)		
BASIC ADJ				
OT ADJ	BILL OF CO	BOND REF		
NITE ADJ	CFC	CFC		
HOL WKD AD	CITY TAX	CITY TAX		
SUN ADJ	CIV SV CR	CIV SV CR		
HAZ ADJ	CNTY TAX	CNTY TAX		
FIR PR ADJ	COLA	COLA		
FOR DF ADJ	CSRS	CSRS		
SUP DF ADJ	EIC	EIC		
RET AL ADJ	FED TAX	FED TAX		
STF DF ADJ	FEGLI	FEGLI		
*AUO ADJ	FEHB	FEHB		
PCA				
LOCAL ADJ	FERS	FERS		
	FICA	FICA		

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD	
PF8= FORWARD	PF9= NAME SEARCH	PF12= END		

Payroll Register - QREG (Page 2)

COMMAND: _____

NPPS

10:23:51

NA01550

PAYROLL REGISTER - QREG

3 OF 3

PAY BLOCK: __ OR SSN: __

NAME: _____

ADD: ADJUSTMENTS

LESS: REFUNDS/CREDIT

(-)

(+)

HIT

HIT

ST TAX

ST TAX

TSP ADJ

TSP ADJ

TSPCATCH

TSPCATCH

TSP LOAN

TSP LOAN

UNION DUES

UNION DUES

ADV PAY

ADV PAY

SUB TOT

SUB TOT

LESS:S CUT

LESS:

EIC AMT(+)

COLA (+)

TOT ERN

TOT ERN

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF7= BACKWARD

PF8= FORWARD

PF9= NAME SEARCH

PF12= END

Payroll Register - QREG (Page 3)

DESCRIPTION AND EXECUTION

The Payroll Register (QREG) template is used to retrieve and display payroll register summary information for an individual employee, single payblock, the entire center, or the entire agency from base-to-gross pay and net-to-gross pay.

Steps to Reach Payroll Register

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **49** - Payroll Register Adjustments.

This template is composed of three screens. You may move forward by pressing **PF8** and backward by pressing **PF7**.

DESCRIPTION OF DATA PROCESSING AND OUTPUT

To view the payroll totals for an individual, enter the individual's payblock and SSN in the fields provided at the top of the page and press **ENTER**. To view the totals for a single payblock, enter only the payblock number and press **ENTER**. To view the totals for the entire center, enter the number **99** in the payblock field and press **ENTER**.

* The label AUO will be replaced with AVAIL PAY if the employee is getting availability pay.

CPO Center

When Payroll Register screen is accessed using the CPO USER-ID, CPO User can retrieve and display payroll register summary information for an individual employee, single payblock, the Center, or NASA Agency using Pay Block 98.

4.2.2.3.6 Savings Allotment Summary

COMMAND: _____	NPPS
NAO1510	SAVINGS ALLOTMENT SUMMARY - QALLOT

CENTER: _____	
PRIOR-TOTAL:	
NEW-ACCOUNTS:	
CHANGE INCREASES:	
TOTAL INCREASES:	
SUB-TOTAL:	
CANCELLATIONS:	
CHANGE DECREASES:	
TOTAL DECREASES:	
OVERALL TOTAL DEDUCTIONS:	

PF1= HELP	PF3= PREV SCREEN
PF5= MAIN MENU	PF12= END

Savings Allotment Summary (QALLOT)**DESCRIPTION AND EXECUTION**

The Savings Allotment Summary (QALLOT) template is used to retrieve and display a summary report that shows the current pay period changes to the allotment data for the entire center. This includes voluntary savings allotments and TSP loan repayment allotments.

Steps to Reach Savings Allotment Summary

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **44** - Savings Allotment Summary.

4.2.2.3.7 Bonds Control

* SPECIFY PAYBLOCK AND/OR SSN

COMMAND: _____

NPPS

NAO1540

BONDS CONTROL - QBOND

1

PAYBLK: ____ OR SSN: ____ (99 = CENTER)

*** EMPLOYEE ***

OF ACTIVE BONDS:

TOT DED AMOUNT:

OF ROTATING OWNERS:

TOT DED THIS PP:

BONDS PURCHASED:

*** PAY BLOCK/CENTER ***

OF ACTIVE BONDS:

TOT DED AMOUNT:

OF ROTATING OWNERS:

TOT DED THIS PP:

BONDS PURCHASED:

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF12= END

Bonds Control (QBOND)

DESCRIPTION AND EXECUTION

The Bonds Control (QBOND) template is used to retrieve and display information about active bonds deductions and bonds purchased during this pay period for an individual employee, single payblock, or the entire center.

Steps to Reach Bonds Control

- 1. At the Main Menu, select **2** - Payroll.
- 2. At the Payroll Main Menu, select **2** - MER.
- 3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
- 4. At the Master Selection MER Menu, select **47** - Bonds Control.

DESCRIPTION OF DATA PROCESSING AND OUTPUT

To view the bonds totals for an individual, enter the individual's payblock and SSN in the fields provided at the top of the page and press **ENTER**. To view the bonds totals for a single payblock, enter only the payblock number and press **ENTER**. To view the bonds totals for the entire center, enter the number **99** in the payblock field and press **ENTER**.

4.2.2.3.8 Personnel Data

* SPECIFY SSN OR FUNCTION = N 'NAME SEARCH'

COMMAND: _____

NPPS

NAO1560

PERSONNEL DATA - PERSON

SSN: _____

FUNC: R

NAME: _____

SCD LEAVE DATE:

NCC SUFFIX:

INSTALLATION EOD:

ADJ BASIC PAY:

BIRTH DATE:

OT RATE:

GRADE: STEP:

LOCAL PAY: AUO:

FLSA STS: ORG LOCATED:

STAFF DIFF: AVAIL:

ADJ BASIC HOURLY/DAILY:

SUPER DIFF RATE:

WORK SCHED CODE:

RET ALLOW RATE:

PART TIME HOURS:

ANN LV CATG: ACCR RATE:

AL ACCR AVAIL:

RESTORED LV BAL:

SL ACCR AVAIL:

COMP TIME BAL:

LWOP WIG: FEHB CONTR:

CREDIT HRS BAL:

RETIRE PLAN: FEHB PLAN:

LWOP YTD:

FEGLI PLAN: FACIL CODE:

SCH ADJ BASIC PAY:

TENURE TYPE: OCCUP CODE:

ORG ASSIGNED:

FTE LINE ITEM: PAY TBL:

PAY PLAN: POSITION TYPE:

FUNCTIONS:

N= NAME SEARCH

R= RETRIEVE

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF12= END

Personnel Data (PERSON)

DESCRIPTION AND EXECUTION

The Personnel Data (PERSON) template is used to retrieve and display personnel data (i.e., SF 50 information) regarding an individual employee.

Steps to Reach Personnel Data

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **50** - Personnel Data.

4.2.2.3.9 New Employee List

COMMAND: _____		NPPS		15:50:39	
NAO1570		NEW EMPLOYEE LIST - QNEW			

ADD CHAIN					FACIL
SEL	NAME	EOD DATE	SSN	PB	CODE
-			- -		
-			- -		
-			- -		
-			- -		
-			- -		
-			- -		
-			- -		
-			- -		
-			- -		
-			- -		

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD		
PF8= FORWARD	PF12= END				

New Employee List (QNEW)

DESCRIPTION AND EXECUTION

The New Employee List (QNEW) template is used to retrieve and display a list of new employees.

Steps to Reach New Employee List

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **51** - New Employee List.

DESCRIPTION OF DATA PROCESSING AND OUTPUT

Using this list, you may select an employee and initiate the add chain (a group of payroll actions linked together so all the necessary information about a new employee may be added at one time). To initiate an add chain for a new employee, select the employee by entering **X** in the blank to the left of the employee's name and pressing **ENTER**. This automatically retrieves the Employee T&A Distribution template, which displays the information entered by personnel, such as service basis and retirement plan. At this template, entry of the additional information necessary to calculate the employee's pay is required. As long as the function remains "A" for add, you will continue through the add chain until it is completed. The system then returns to the New Employee List.

4.2.2.3.10 Terminated Employee List

COMMAND: _____

NAO1580

NPPS

TERMINATED EMPLOYEE LIST - QTERM

91-02-11

15:51:36

PAYBLOCK: ____

LUMP SUM

NAME

FACILITY

TERMINATION

DATE

REASON

SSN

LV SEL

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

-

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF7= BACKWARD

PF8= FORWARD

PF12= END

Terminated Employee List (QTERM)

DESCRIPTION AND EXECUTION

The Terminated Employee List (QTERM) template is used to retrieve and display a list of employees terminating in the current pay period (Duty Status = "Z" and Reactivation Indicator = 0) for a single payblock. Using this list, you may select an employee in order to view the lump sum calculations.

Steps to Reach Terminated Employee List

- 1. At the Main Menu, select **2** - Payroll.
- 2. At the Payroll Main Menu, select **2** - MER.
- 3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
- 4. At the Master Selection MER Menu, select **52** - Terminated Employee List.

DESCRIPTION OF DATA PROCESSING AND OUTPUT

To view the lump sum calculations for a terminated employee, select the employee by entering **X** in the Lump Sum Leave Selection field located to the left of each individual's name and pressing **ENTER**. You will automatically move to the Lump Sum Leave/Reactivations template.

4.2.2.3.11 Pay Period History Query

COMMAND:

NAO1590

NPPS

PAY PERIOD HISTORY QUERY - QHISTPP

LAST NAME

FIRST NAME

(TYPE NAME AND HIT ENTER FOR NAME SEARCH)

1. SUMMARY, ENTER:

PAY ENDING DATE (MMDDYYYY)

(QHISTORY)

SSN

2. DETAIL, ENTER:

PAY ENDING DATE (MMDDYYYY)

SSN

MER SCREEN

(COMMAND)

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF12= END

Pay Period History Query (QHISTPP)

DESCRIPTION AND EXECUTION

The Pay Period History Query (QHISTPP) template is used to retrieve and display an employee's historical summary for a specified pay ending date. This template is also used to retrieve and display a detailed employee history via a MER template. The authorized payroll professional may identify a specific MER template by entering the abbreviated name of the template to be retrieved.

Steps to Reach Pay Period History Query

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **55** - Pay Period History Query.

4.2.2.3.12 Pay Period History

COMMAND: _____		NPPS	
NAO1591	PAY PERIOD HISTORY1 - QHIST1		1 OF 5

SSN: _____	LAST NAME: _____	FIRST NM: _____	I: _____
PAY ENDING DATE: _____ (MMDDYYYY) (TYPE NAME AND HIT ENTER FOR NAME SEARCH)			
ADV PAY DED:	CFC:	COLA:	
ADV PAY ADJ:	CFC ADJ:	COLA ADJ:	
AUO:	CHILD SUPP:	CSRS:	
AUO ADJ:	C GARNISH:	CUR ADJ:	
AVAIL PAY:	CITY TAX:	FRMR ADJ:	
AVAIL ADJ:	CTTX ADJ:	CSRS MIL:	
BANKRUPTCY:	FRMR ADJ:	DUE U.S.:	
BASE PAY:	CIV SV CR:	EIC.:	
BASE ADJ:	CIV ADJ:	EIC ADJ:	
BILL OF COL:	CNTY TAX:	FED TAXES:	
BOND:	CNTY ADJ:	FEDTX ADJ:	
BOND REFND:	RETIREMENT PLAN:	FEHB:	TEW:
ADJ BASIC HR:	PAID FLSA:	FEGLI:	

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

Pay Period History1 (QHIST1)

COMMAND: _____		NPPS		92-06-01
NAO1591	PAY PERIOD HISTORY2 - QHIST2		2 OF 5	08:50:57

SSN: _____	LAST NAME: _____	FIRST NM: _____	I: _____	
PAY ENDING DATE: _____				
FEGLI:	GROSS PAY:	LOCAL PAY:		
FEGLI ADJ:	FF PREM ADJ:	LOCAL ADJ:		
FEHB:	FOR DIF ADJ:	LUMP LEAVE:		
CUR ADJ:	HAZARD ADJ:	LUMP ADJ:		
FRMR ADJ:	HOL WK ADJ:	MISC DED:		
FERS:	NT DIFF ADJ:	NEBA:		
CUR ADJ:	OT ADJ:	NET PAY:		
FRMR ADJ:	SUN DIF ADJ:	NITE DIF:		
FERS MIL:	HAZ DUTY:	OVERTIME:		
FICA:	HIT:	UNUSE CT P:		
		PCA EARN:		
		PCA ADJ:		
FICA ADJ:	HIT ADJ:	PCS EARN:		
FOR DIF:	HOLD WKED:			
LTC:				

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD	
PF8= FORWARD	PF12= END			

Pay Period History2 (QHIST2)

COMMAND: 16:23:15

NAO1591NPPSPAY PERIOD HISTORY3 - QHIST33 OF 5

SSN:LAST NAME:FIRST NM: I:PAY ENDING DATE:

RET ALLOW:TFBP FED:TSPCATCHUP:RET ADJ:TFBP ST:TSP CU ADJ:STAFF DIFF:TFBP CITY:FSA HC:STAFF ADJ:TSP DED:FSA DC:STAT CUT:TSP ADJ:STATE TAX:TSP LOAN:STTX ADJ:LOAN1 ADJ:FRMR ADJ:LOAN2 ADJ:SUN DIFF:UNION:SUPER DIFF:UNION ADJ:SUPER ADJ:VOL ALLOT:

PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF7= BACKWARDPF8= FORWARD PF12= END

Pay Period History3 (QHIST3)

COMMAND: NPPSPAY PERIOD HISTORY4 - QHIST44 OF 5

SSN:LAST NAME:FIRST NM: I:LEAVE PER:PAY ENDING DATE:

*** ANNUAL LEAVE ****** SICK LEAVE ***

EARN:PYCOCURYTDYTD
EARN:PYCOCURYTD
USED:USED:
RIC:RIC:
BAL:BAL:

AL BAL:SL BAL:

LWOP CURR:LWOP 80 HR:RL PYCO:RL USED:
LWOP YTD:LWOP WIG:RL REST:RL BAL:

PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF7= BACKWARDPF8= FORWARD PF12= END

Pay Period History4 (QHIST4)

COMMAND: _____		NPPS	
NAO1591	PAY PERIOD HISTORY5 - QHIST5	5 OF 5	

SSN: _____	LAST NAME: _____	FIRST NM: _____	I: _____
PAY ENDING DATE: _____			
BASE HOURS:			
OVERTIME HOURS:			
NITE DIFF HOURS:			
HAZARDOUS HOURS:			
HOLIDAY WORKED:			
SUNDAY HOURS:			

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF12= END		

Pay Period History5 (QHIST5)

DESCRIPTION AND EXECUTION

The Pay Period History (QHIST1-5) template is used to retrieve and display a complete employee history for a specified pay ending date. The items are grouped into categories, such as leave hours, and then listed in alphabetical order.

Steps to Reach Pay Period History

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **56** - Pay Period History.

This template is composed of five screens. You may move forward by pressing **PF8** and backward by pressing **PF7**.

4.2.2.4 *Administrative*

NPPS provides the capability to establish and maintain various administrative employee data. In addition, NPPS provides the capability to process a large group of actions for the same transaction at one time. This capability is referred to as mass transaction processing. Administrative actions include the following.

- Employee T&A Distribution
- Employee Mailing Address and Net Pay
- Spousal Health Benefits
- Student Loan Repayment
- Payroll Suspense Maintenance Query
- CFC Deductions Mass
- T&A Distribution Mass
- New Payblock Mass Update
- Donate Leave Mass
- Global Transactions, Financial Institution
- Global Transactions, T&A Distribution Code

4.2.2.4.1 Employee T&A Distribution

COMMAND: _____		NPPS		91-09-09	
NAO1110		EMPLOYEE T & A DISTRIBUTION - TADIST		13:41:24	

SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I
_____	_____	_____	_____	_____	_____
TA DISTRIBUTION CODE: _____			CHANGE TO NEW PAYBLOCK: _____		
TOUR OF DUTY SHIFT: FR _____			(EFFECTIVE NEXT PAY PERIOD)		
TO _____					
TOUR TYPE: _____			NEW EMPLOYEE ASSIGNED PAYBLOCK: _____		
COMPRESSED WORK WEEK (/Y) _____			(EFFECTIVE THIS PAY PERIOD)		
WEEKLY UNCOMMON TOUR HOURS: _____					
ORG ASSIGNED:		INSTALL EOD:		RETIREMENT PLAN:	
DUTY STATUS:		ORG LOCATED:		FACILITY CODE:	
SCD LEAVE:		DUTY STATION:		JOB SERIES:	
		FTE LINE ITEM:			

FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND					
PF1= HELP		PF3= PREV SCREEN		PF4= QNORM	
PF9= QREG		PF12= END		PF5= MAIN MENU	

Employee T&A Distribution (TADIST)

DESCRIPTION AND EXECUTION

The Employee T&A Distribution (TADIST) template is used to display and update an employee's T&A distribution code and tour of duty information.

Steps to Reach Employee T&A Distribution

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **57** - Employee T&A Distribution.

DESCRIPTION OF DATA PROCESSING AND OUTPUT

Values which may be entered or changed are T&A Distribution Code, Change to New Payblock, Tour of Duty Shift, and Tour Type. The remaining fields located on the bottom third of the screen are for display only. Information in these fields was entered by personnel at the time the individual was hired.

This is the first action in the New Employee Add Chain. To begin an add chain, enter **A** in the Func field. You may also begin an add chain from the New Employee List.

4.2.2.4.2 Employee Mailing Address and Net Pay

COMMAND: _____		NPPS			
NAO1120 EMPLOYEE MAILING ADDRESS AND NET PAY DISPOSITION - ADDR					

SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I
_____	_____	_____	_____	_____	_____
MAILING ADDRESS: _____					

CITY: _____ STATE: _____ ZIP: _____ - _____					
NET-VIA-EFT:					
FINANCIAL INST ROUTING NBR: _____					
ACCOUNT NUMBER: _____ ACCOUNT TYPE: _____					
FIN. INST. NAME: _____					
ADDRESS FIN: _____					
CITY: _____ STATE: _____ ZIP: _____					
ADDRESS CHECK: _____ OFFICE CHECK: _____					
(Y OR BLANK)					
CITY: _____ STATE: _____ ZIP: _____ - _____					

FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND					
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END_					

Employee Mailing Address and Net Pay (ADDR)

DESCRIPTION AND EXECUTION

The Employee Mailing Address and Net Pay Disposition (ADDR) template is used to display and update an employee's mailing address as well as specify the disposition of an employee's net pay. When completing this template, either Net-via-EFT or Check Address must be specified (you may not specify both). Since the Mailing Address field will be used for general mail-outs, such as the Leave and Earnings Statements, it should be provided for all employees. For check disposition, the Net-via-EFT field or Address Check field should be completed.

USER INPUT

You must enter either the employee's Net-via-EFT data or Check Address. The Office Check field is used to instruct the Treasury to send the check to the installation "Designated Agent."

Steps to Reach Employee Mailing Address and Net Pay

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **58** - Employee Mailing Address and Net Pay.

4.2.2.4.3 Spousal Health Benefits

*** SSN/PAY PERIOD COMBINATION NOT FOUND

COMMAND: _____ NPPS

NAO1238 _____ SPOUSAL HEALTH BENEFITS - SPFEHB 1

SSN

PAY PERIOD

FUNC

LAST NAME

FIRST NAME

I

R

TOTAL NUMBER SPOUSAL HEALTH BENEFITS RECORDS ON FILE:

FEHB PLAN CODE: _____

FEHB CASH PAYMENT: _____

DATE OF DATA ENTRY:

REMARKS: _____

PRESS ENTER TO GET NEXT SSN

FUNCTIONS:

A= ADD

C= CHANGE

D= DELETE

R= RETRIEVE

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF12= END

Spousal Health Benefits (SPFEHB)

DESCRIPTION AND EXECUTION

The Spousal Health Benefits (SPFEHB) template is used to set up and maintain information regarding the spousal health benefits elected by an employee's ex-spouse. The employee's record does not reflect that a spousal health benefit is being paid. The ex-spouse's SSN establishes a separate record, and payment data only appears on the SF 1166 and SF 2812.

Steps to Reach Spousal Health Benefits

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **59** - Spousal Health Benefits.

4.2.2.4.4 Payroll Suspense Maintenance Query

COMMAND: NAO1600

NPPSPAYROLL SUSPENSE MAINTENANCE QUERY - SQUERY1

LIST ACTION FOR EMPLOYEE:

SSN LAST NAME FIRST NAME

(TYPE NAME AND HIT ENTER FOR NAME SEARCH)

SELECT ONE OF THE FOLLOWING:

LIST ACTIONS ON OR BEFORE EFFECTIVE DATE: (PP FIRST DAY)

LIST ACTIONS FOR TRANSACTION TYPE:

LIST ACTIONS FOR CLERK ID:

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF12= END

Payroll Suspense Maintenance Query (SQUERY)

DESCRIPTION AND EXECUTION

The Payroll Suspense Maintenance Query (SQUERY) template is used to select a method to display the suspended payroll information for an individual employee or group of employees. Information may be requested via one of three methods: (1) a list of actions on or before a given effective date, (2) a list of actions for a specified transaction type, or (3) a list of actions entered by a given clerk as referenced by the clerk's ID. After the method is chosen, NPPS displays the listings using either the List Actions for Employee (SEMP) template or the List Actions on Suspense (SACT) template.

USER INPUT

You may place actions on suspense until the pay period for which they apply. During initialization, NPPS searches the actions on the Payroll Suspense file and selects the actions with the pay period beginning date of the current pay period. It then applies these actions as updates to the appropriate master employee records.

* NO SUSPENSE TO DISPLAY FOR SELECTION CRITERIA

COMMAND: _____

NPPS

NAO1610

LIST ACTIONS FOR EMPLOYEE - SEMP

1

SSN	PAY BLK	LAST NAME	FIRST NAME	I
SEL	DELETE	EFF DATE (PP FIRSTDAY)	TRANSACTION TYPE	CLERK ID
				ERROR FLAG
-	-	_____		
-	-	_____		
-	-	_____		
-	-	_____		
-	-	_____		
-	-	_____		
-	-	_____		
-	-	_____		
-	-	_____		

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF7= BACKWARD

PF8= FORWARD

PF12= END

List Actions for Employee (SEMP)

* PLEASE ENTER SELECTION CRITERIA

COMMAND: _____

NPPS

NAO1620

LIST ACTIONS ON SUSPENSE - SACT

1

91-10-28
12:58:53

SELECT ONE: EFF DATE: _____ TRANS TYPE: _____ CLERK ID: _____

SEL	SSN	DELETE	EFF. DATE (PP FIRST DAY)	TRANSACTION TYPE	CLERK ID	SEQ NO	ERROR FLAG
-		-	_____				
-		-	_____				
-		-	_____				
-		-	_____				
-		-	_____				
-		-	_____				
-		-	_____				
-		-	_____				
-		-	_____				

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF7= BACKWARD

PF8= FORWARD

PF12= END

List Actions on Suspense (SACT)

After entering the information for an action on the appropriate template, you may place the action on suspense by typing **S** in the FUNC field and pressing **ENTER**. NPPS displays a pop-up menu which prompts you for the Effective Date of the action you want to place on suspense, as illustrated on the following screen. Enter the beginning date of the pay period for which the action applies and press **ENTER**. NPPS places the action on suspense and selects it to be matured during the initialization process of the designated future pay period.

COMMAND: _____

NAO1241

NPFS

FEDERAL AND STATE TAXES - FTAX

10

SSN

PAYBLK

FUNC

LAST NAME

FIRST NAME

I

269 00 0000

01

S

SMITH

BETTY

A

*** FEDERAL TAXES ***

MARITAL STATUS (M,S): S

EIC MARITAL CODE: -

(1=EMPLOYEE ONLY, 2=EMPLOYEE)

STATE CODE: -

MARIT

ADD EXEMPTS: -

FILIN

ALTERNATE AMT: -

DEPEN

ENTER THE EFFECTIVE DATE: 01011990

(PP FIRST DAY - MMDDYYYY)

OR ENTER PF3 TO ESCAPE

FILING STATUS (DC ONLY) - J=JOINTLY, S=SEPARATELY;

ALT % (AZ & MD ONLY)

ALT AMT (NC ONLY); DEPENDENT OF ANOTHER (AL ONLY);

WORKING SPOUSE (MS ONLY)

FUNCTIONS: A= ADD CHN C= CHANGE N= NAME SEARCH R= RETRIEVE S= SUSPEND

PF1= HELP PF3= PREV SCREEN PF4= QNORM PF5= MAIN MENU

PF9= QREG PF12= END

Suspended Action

Steps to Reach Payroll Suspense Maintenance Query

- 1. At the Main Menu, select **2** - Payroll.
- 2. At the Payroll Main Menu, select **2** - MER.
- 3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
- 4. At the Master Selection MER Menu, select **62** - Payroll Suspense Maintenance Query.

4.2.2.4.5 Student Loan Repayment

COMMAND: _____		NPPS			
NAO1800		STUDENT LOAN REPAYMENT - SLR			
SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I
_____	_____	_____	_____	_____	_____
CURR SLR PYMT	SLR YTD AMT	SLR QTD	SLR MTD		
_____	_____	_____	_____		
REMARKS: _____ ENTER 'Y' IF CASH COLLECTION FOR TAXES _					
ADJUSTMENTS TO YTD TAX DEDUCTIONS:			FED ADJ: _____		
(CASH COLLECTION FLAG MUST BE "Y")			HIT ADJ: _____		
			FICA ADJ: _____		
			STATE ADJ: _____		
			CITY ADJ: _____		

FUCTIONS: A=ADD C=CHANGE N=NAME SEARCH R=RETRIEVE S=SUSPEND PF1=HELP					
PF3=PREV SCREEN PF5=MAIN MENU PF12=END					

Student Loan Repayment (SLR)

DESCRIPTION AND EXECUTION

The Student Loan Repayment (SLR) template is used to add, display and change repayment information for an employee's student loan for tax and reporting purposes. If the taxes for the SLR amount are to be paid by payroll deduction (cash collection flag is blank), the amount of the SLR shall be added to the earnings subject to OASDI, HIT, federal, state and city taxes prior to computing taxes. If taxes are to be paid by cash (cash collection flag is 'Y'), the SLR amount will not be included for computation of taxes by the system, but will be used to update taxable earnings.

USER INPUT

You may place actions on suspense until the pay period for which they apply. During the payroll mature process, NPPS searches the actions on the Payroll Suspense file and selects the actions with the pay period beginning date of the current pay period. It then applies these actions as updates to the appropriate master employee records

Steps to Reach Student Loan Repayment Screen:

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **60** – Student Loan Repayment

4.2.2.4.6 CFC Mass Deductions

* SPECIFY SSN'S FOR MASS CHANGES

COMMAND: _____

NPPS

NAO1710

CFC DEDUCTIONS MASS - MASSCFC

1 OF 10

FUNCTION: R

SSN	EMPLOYEE NAME	CFC ORG	DED AMOUNT	STATUS
____	_____	_____	_____	
____	_____	_____	_____	
____	_____	_____	_____	
____	_____	_____	_____	
____	_____	_____	_____	
____	_____	_____	_____	
____	_____	_____	_____	
____	_____	_____	_____	
____	_____	_____	_____	

FUNCTIONS:

C= CHANGE

R= RETRIEVE

S= SUSPEND

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF12= END

CFC Deductions Mass (MASSCFC)

DESCRIPTION AND EXECUTION

The CFC Deductions Mass (MASSCFC) template is used to input CFC deductions for up to 10 employees.

Steps to Reach CFC Deductions

- At the Main Menu, select **2** - Payroll.
- At the Payroll Main Menu, select **2** - MER.
- At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
- At the Master Selection MER Menu, select **63** - CFC Deduction Mass.

4.2.2.4.7 T&A Mass Distribution

* SPECIFY SSN'S FOR MASS CHANGES

COMMAND: _____

NPPS

1 OF 10

NAO1720

TIME AND ATTENDANCE DISTRIBUTION MASS - MASSTA

FUNCTION: R

SSN	EMPLOYEE NAME	T&A DISTRIBUTION CODE	STATUS
____	_____	_____	_____
____	_____	_____	_____
____	_____	_____	_____
____	_____	_____	_____
____	_____	_____	_____
____	_____	_____	_____
____	_____	_____	_____
____	_____	_____	_____
____	_____	_____	_____

FUNCTIONS:

C= CHANGE

R= RETRIEVE

S= SUSPEND

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF12= END

Time and Attendance Distribution Mass (MASSTA)

DESCRIPTION AND EXECUTION

The Time and Attendance Distribution Mass (MASSTA) template is used to change T&A distribution codes on a large scale (i.e., up to 10 transactions at one time).

Steps to Reach T&A Distribution Mass

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **64** - T&A Distribution Mass.

4.2.2.4.8 New Payblock Mass Update

* SPECIFY SSN'S FOR MASS CHANGES

COMMAND: _____

NPPS

NAO1725

NEW PAYBLOCK MASS UPDATE - MASSBLK

1 OF 10

FUNCTION: R

SSN	EMPLOYEE NAME	CURRENT PAYBLOCK ASSIGNED	NEXT PP PAYBLOCK	STATUS
____	_____		____	
____	_____		____	
____	_____		____	
____	_____		____	
____	_____		____	
____	_____		____	
____	_____		____	
____	_____		____	
____	_____		____	

FUNCTIONS:

C= CHANGE

R= RETRIEVE

S= SUSPEND

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF12= END

New Payblock Mass Update (MASSBLK)

DESCRIPTION AND EXECUTION

The New Payblock Mass Update (MASSBLK) template is used to change payblocks on a large scale (i.e., up to 10 transactions at one time).

Steps to Reach New Payblock Mass Update

- 1. At the Main Menu, select **2** - Payroll.
- 2. At the Payroll Main Menu, select **2** - MER.
- 3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
- 4. At the Master Selection MER Menu, select **65** - New Payblock Mass Update.

4.2.2.4.9 Mass Donated Leave

```

* SPECIFY SSN OR FUNCTION = N 'NAME SEARCH'

COMMAND: _____ NPPS
NAO1740 _____ DONATED LEAVE MASS - MASDONOR PAGE 1
-----
RECIPIENT SSN  PAYBLK  FUNC      LAST NAME      FIRST NAME  I
              _ (Y OR BLANK)
RESTORED LV _ (MARK 'X' TO RETRIEVE & PROCESS RESTLV DATA ONLY)
DONOR..... DONATED  DONATED  CUM  DONOR.....
  SSN      HOURS   RETURNED  DONATED  NAME OR COMMENT  GR  ST  RATE
-----
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
-----
FUNCTIONS:  C= CHANGE      N= NAME SEARCH      R= RETRIEVE      S= SUSPEND
PF1= HELP  PF3= PREV  PF5= MAIN  PF7= BACKWARD  PF8= FORWARD  PF12= END

```

Donated Leave Mass (MASDONOR)

DESCRIPTION AND EXECUTION

The Donated Leave Mass (MASDONOR) template is used to record employees' donations of earned annual leave and restored leave to another employee and returns of unused donated leave to donors. Using this template, up to 300 donated leave transactions may be recorded at one time. The template may be used to record donations or returns in one transaction (up to 300 entries before ENTER), but not both. The Cum Donated field will display the total number of leave hours donated to the recipient and not returned to the donor. The template will retrieve the donors previously entered, displaying their name, grade and step, and hourly rate. If a donor is not assigned to the same installation as the recipient, an informative message will appear in the Name and other fields. Donors may be eliminated by spacing out the displayed information when Cum Donated = 0 or when the recipient's Donated Balance = 0. In addition, if "Y" is entered in the Initialize field, all donor data on the screen will be blanked out during the initialization process. After the transaction is processed, an informative message will be returned that will contain the total hours donated or returned that were entered in the MASDONOR transaction, and the hours donated/returned fields on the template will be returned to blank. When restored leave hours are to be donated or returned, the RESTORED LV field must contain an 'X'. This provides the capability to separately account for the employees donating both types of leave.

Steps to Reach Donated Leave Mass

1. At the Main Menu, select **2** - Payroll.

2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **66** - Donated Leave Mass.

4.2.2.4.10 Global Transactions, Financial Institution

COMMAND: _____		NPPS	
NA01730	GLOBAL TRANSACTIONS, FINANCIAL INST - GLOBFIN		1

FUNCTION: R			
FINANCIAL INSTITUTION ROUTING NUMBER			
FROM: _____		TO: _____	
NAME FROM:			
NAME TO:			
NUMBER OF EMPLOYEES AFFECTED:			

FUNCTIONS: C= CHANGE R= RETRIEVE S= SUSPEND			
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF12= END

Global Transactions, Financial Institution (GLOBFIN)**DESCRIPTION AND EXECUTION**

The Global Transactions, Financial Institution (GLOBFIN) template is used to change the name and routing number of a financial institution. This change will be enacted for all employees who have elected to send voluntary allotments or net pay distributions to this financial institution.

Steps to Reach Global Transactions, Financial Inst

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **67** - Global Transactions, Financial Institution.

4.2.2.4.11 Global Transactions, T&A Distribution Code

COMMAND: _____	NPPS	
NAO1735	GLOBAL TRANSACTIONS, TA DIST CODE - GLOBTA	1

FUNCTION: R		
T&A DISTRIBUTION CODE		
FROM: _____ TO: _____		
NUMBER OF EMPLOYEES AFFECTED:		

FUNCTIONS:	C= CHANGE	R= RETRIEVE
PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU
		S= SUSPEND
		PF12= END

Global Transactions, T&A Distribution Code (GLOBTA)**DESCRIPTION AND EXECUTION**

The Global Transactions, T&A Distribution Code (GLOBTA) template is used to change a T&A distribution code. The records of all employees who are assigned this distribution code will be updated with the new distribution code.

Steps to Reach Global Transactions, T&A Distribution Code

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **68** - Global Transactions, T&A Distribution Code.

4.2.2.4.12 Mass Awards Processing

COMMAND: NAO1750

NPPS

MASS AWARD PROCESSING - MASSAWD

BLK:

FUNCTION:

SEL

SSN

EMPL NAME

NOAC DTY

EFF DATE

AWD AMT

STS

-

-

-

-

-

-

-

-

-

-

-

-

FUNCTIONS: C= CHANGE

R= RETRIEVE

SEL: Y= CHECK

B= NET PAY

BLANK= NO CHECK

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF7= BACKWARD

PF8= FORWARD

PF12= END

Mass Awards Processing Menu (MASSAWD)

DESCRIPTION AND EXECUTION

The Mass Awards Processing (MASSAWD) template is used to update the local check designated agent field. All employees receiving an award amount are selected for update by pay block. The SEL field can have a value of "Y" or "B." A value of "Y" indicates that the award is to be paid locally and a separate check is to be issued. A value of "B" indicates that the award should be included in the employee's Net Pay and no separate check should be issued.

Steps to Reach Mass Awards Processing

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the Master Employee Record Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **69** - Mass Awards Processing.

4.2.2.4.13 Mass Extended Compensatory Time

COMMAND: _____ NPPS 14:25:15

NAO1760 MASS EXTENDED COMPENSATORY TIME - MASEXTCT PAGE 1

7200 -----

SSN	PAYBLK	FUNC	EXT DATE	LAST NAME	FIRST NAME	I
_____	_____	R	_____	_____	_____	_____

UPD S EXTENDED ORIGINAL EXTEND CUM CUM

SEL	T	THRU DTE	FRFTD DT	YEARPP	EARN DTE	RATE	HOURS	USED	FORFTD	BALANCE
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

FUNCTION: C= CHANGE N= NAME SEARCH R= RETRIEVE

PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU

PF7= BACKWARD PF8= FORWARD PF12= END

Mass Extended Compensatory Time (MASEXTCT)

DESCRIPTION AND EXECUTION

The Mass Extended Compensatory Time (MASEXTCT) template is used to display pertinent extended/forfeited CT information and to apply the same extended thru date to multiple extended/forfeited records.

All extended/forfeited CT records, up to a total of 99 records, will be displayed. If a non-blank character is placed in one, and only one, UPD SEL field on the left side of the line that represents one extended/forfeited CT record, the EXTCT screen will be automatically displayed with the information from the record selected available for modification. Changing extended/forfeited CT information will not be permitted if the employee whose data is being displayed by EXTCT has a "good" T&A update status.

If a Function "C" is entered with an EXT DTE (extended through date), all extended/forfeited CT records with a non-blank character in the UPD SEL field will automatically be extended through the date entered.

Steps to Reach Mass Extended Compensatory Time

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the MER Data Entry Menu, select **1** - Master Selection MER Menu.
4. At the Master Selection MER Menu, select **70** - Mass Extended Compensatory Time.

4.2.2.4.14 Long Term Care Insurance - LTC

COMMAND: _____ NPPS
NA01485 LONG TERM CARE INSURANCE - LTC

SSN PAYBLK FUNC LAST NAME FIRST NAME I

____ _ _____ _____ _____ _____ -

BIWEEKLY
REQUESTED
PREMIUM YTD DEDUCTION

EMPLOYEE: _____
SPOUSE: _____
DEPENDENT: _____
TOTAL: _____

FUNCTION: C= CHANGE N= NAME SEARCH R= RETRIEVE
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END

Long Term Care Insurance (LTC)

DESCRIPTION AND EXECUTION

The Long Term Care (LTC) template is used to review and maintain LTC requested premiums for employee, spouse and dependent coverage. The biweekly requested premium information is initialized after each pay period and new requested premium information for active participants is reloaded prior to running payroll. Only biweekly LTC requested premium information may be modified on this screen. This screen should only be modified if there is a problem with loading the incoming premium information. There will be audit information stored for any changes made to employee, spouse or dependent requested premium amounts on this screen.

Steps to Reach LTC Life Insurance

- 1. At the Main Menu, select **2** - Payroll.
- 2. At the Payroll Main Menu, select **2** - MER.
- 3. At the MER Data Entry Menu, select **1** - Master Selection MER Menu.
- 4. At the Master Selection MER Menu, select **14** – LTC Long Term Care Insurance

4.2.2.4.15 Transportation Fringe Benefit Program - TFBP

```

COMMAND: _____ NPPS
NAOxxxxx      TRANSPORTATION FRINGE BENEFIT PROGRAM - TFBP
-----
      SSN      PAYBLK  FUNC  LAST NAME      FIRST NAME  I
      --      -
      ENTERED
      TFBP B/W FED  TFBP B/W FED      TFBP QTD FED      TFBP YTD FED
      100.00      100.00      200.00      400.00
      -----
      ST  TFBP B/W ST  TFBP B/W ST  TFBP MTD ST  TFBP QTD ST  TFBP YTD ST
      100.00      100.00      100.00      200.00      400.00
      -----
      CTY TFBP B/W CTY  TFBP B/W CTY  TFBP MTD CTY  TFBP QTD CTY  TFBP YTD CTY
      100.00      100.00      100.00      200.00      400.00
      -----
FUNCTIONS:      C= CHANGE      N= NAME SEARCH      R= RETRIEVE      S= SUSPEND
PF1= HELP      PF3= PREV SCREEN  PF5= MAIN MENU      PF12= END

```

Transportation Fringe Benefit Program (TFBP)

DESCRIPTION AND EXECUTION

The Transportation Fringe Benefit Program (TFBP) template is used to establish and review an employee's TFBP amounts for the current pay period for federal, state, and city totals. The amounts will be entered quarterly but processed on a biweekly basis. With a good T&A status the processed fields will be updated with either the entered amount or zero. The processed TFBP fields are output only fields. The month to date (MTD), quarter to date (QTD), and year to date (YTD) amounts will be incremented by T&A processing and may be manually updated on this screen. The biweekly TFBP ENTERED amounts (1st column) and PROCESSED amounts (2nd column) will be reset by pay period initialization. The MTD and QTD fields will be initialized by pay period initialization after each appropriate pay period, and the YTD fields will be initialized at pay yearend. Amounts in these fields will reduce earnings subject to HIT, OASDI, Federal, State, and City Taxes. There will be audit information stored for any changes made to the fields on this screen.

Steps to Reach TFBP

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the MER Data Entry Menu, select **1** - Master Selection MER Menu.

4. At the Master Selection MER Menu, select **61** – Transportation Fringe Benefit.

Pay Computations (T&A and Vouchering)

```

COMMAND: _____      N P P S
NAO0000      PAYROLL MAIN MENU - MMPAY
-----
CENTER ID:      NPPS VERSION:
ENTER ONE OF THE FOLLOWING SELECTIONS: _

1 - TIME & ATTENDANCE
2 - MER
3 - TABLE PROCESSING
4 - VOUCHERING
5 - NON-PERSONNEL ACTION CASH AWARDS

-----
PF1=  HELP      PF5=  MAIN MENU      PF12=  END

```

Payroll Main Menu (MMPAY)**DESCRIPTION AND EXECUTION**

Payroll computations include T&A and Payroll Vouchering operations accessed through the Payroll Main Menu (MMPAY). NPPS computes leave and pay based on the T&A data and payroll actions that affect the current pay period earnings, deductions, or leaves balances.

Steps to Reach Time and Attendance

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **1** - Time and Attendance.

Steps to Reach Vouchering

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **4** - Vouchering.

Throughout the Payroll Computation section, special sets of function and PF keys are available to you. Though not every function and PF key appears on all screens, the following complete set is provided so that you may become familiar with them.

Use of Functions

C=Change	Allows you to change information about an existing employee.
N=Name Search	Allows you to enter an employee's name or partial name and retrieve the SSN. If more than one employee satisfies the name search, a listing of all employees with that name will be displayed on the screen. You may then select the specified employee, and NPPS will enter the SSN on the screen so that you may continue as if you had entered the SSN directly.
S=Split Shift	Allows you to indicate that an employee has worked a split shift during the T&A processing.
H=Hundred Totals	Allows you to view the totals for a group of one hundred employees within the same payblock.
B=Block Totals	Allows you to view the totals for an entire payblock.

Use of PF Keys

The four standard PF keys which appear on most menus and templates are PF1=Help, PF3=Previous Screen, PF5=Main Menu, and PF12=End. Two additional keys, PF7=Backward and PF8=Forward, allow you to move between the pages of a template composed of more than one screen.

The PF2=More Messages may be used to view additional messages during the T&A Edit process. This feature is provided because NPPS may not be able to display all messages on the same screen.

4.2.2.4.16 Flexible Spending Account - FSA

COMMAND: _____		NPPS FLEXIBLE SPENDING ACCOUNT - FSA			
SSN	PAYBLK	FUNC	LAST NAME	FIRST NAME	I
		BIWEEKLY REQUESTED ALLOTMENT	BIWEEKLY DEDUCTION TAKEN	YTD DEDUCTION	
FSA HC:					
FSA DC:					
TOTAL:					

FUNCTION: C= CHANGE N= NAME SEARCH R= RETRIEVE					
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END					

Flexible Spending Account (FSA)**DESCRIPTION AND EXECUTION**

The Flexible Spending Account (FSA) template is used to review and maintain FSA requested allotment amounts for health and dependent care. The biweekly requested allotment amounts are loaded by a batch interface job or by manual effort. The biweekly deductions taken will match the biweekly requested allotments or be zero (employee does not have enough pay to take the deduction). Year-to-date deductions are informational only and may not be modified on this screen. Biweekly requested allotment amounts are initialized at pay year-end. This screen should only be modified if there is a problem with loading the incoming allotment amount information. There will be audit information stored for any changes made to health or dependent care requested allotment amounts on this screen.

An edit exists that will not allow a biweekly allotment amount to be entered that when multiplied by the remaining number of pay periods in the year will cause the YTD deduction (including any transferred-in amounts) to exceed the yearly maximum for HC and / or DC. The edit is performed when manual entry is done on this screen. The same edit exists in the CA00560 (Incoming FSA File) Job Stream and will prevent the allotment amount from being loaded to the screen.

Steps to Reach Flexible Spending Account (FSA) Screen

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **2** - MER.
3. At the MER Data Entry Menu, select **1** - Master Selection MER Menu.

4. At the Master Selection MER Menu, select **15** - Flexible Spending Account (FSA)

4.2.2.5 Time and Attendance Main Menu

COMMAND: _____	N P P S
NAO3000	T&A MAIN MENU - TAMEN

ENTER ONE OF THE FOLLOWING SELECTIONS: _	
1 - T&A EDIT	
2 - T&A REPORTED HOURS	
3 - PAYROLL REGISTER	

PF1= HELP	PF3= PREV SCREEN PF5= MAIN MENU PF12= END

T&A Main Menu (TAMEN)

DESCRIPTION AND EXECUTION

The T&A Main Menu (TAMEN) is used to access the T&A Edit section of payroll computation, illustrated in Figure 4.2.2.1-1, T&A Processing. In addition, this menu is used to view the T&A Reported Hours and the Payroll Register.

Steps to Reach T&A Main Menu

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **1** - Time and Attendance.

DESCRIPTION OF DATA PROCESSING RESULTS AND OUTPUT

The results of the T&A processing are as follows.

- Employee record updates of T&A reported hours.
- T&A reported hours control.
- Biweekly totals of reported hours for each employee and payblock.
- Error and information messages from T&A online data entry.

4.2.2.5.1 T&A Edit

```

* SPECIFY NEW PAYBLOCK AND SELECTION, OR USE PF KEYS

COMMAND: _____ NPPS - OFFICIAL PAY RECORD - TAEDIT
NAO3100 -----
FUNCTION _ SEL _ PAYBLOCK _ SSN _ EMP# CMPSRD WEEK(Y/ ) _
LAST NAME _____ FIRST _____ MI _ DATE _____
REG OT ND CTE HOL SD HD CD OTH CD OTH
WEEK1
SH: _ AL SL CTU LWOP SUSP AWOL HOL RST _ _ _
REG OT ND CTE HOL SD HD CD OTH CD OTH
WEEK2
SH: _ AL SL CTU LWOP SUSP AWOL HOL RST _ _ _
LAST SHIFT WRKD _
***** BIWEEKLY TOTALS *****
WORK _____ FACILITY CODE: _____
LEAVE _____ ORG CODE: _____
OTHER- J _____ M _____ A _____ G _____ E _____ C _____ T _____
LEAVE I _____ H _____ Y _____ D _____ Z _____ R _____

-----
FUNCTION: B= BLOCK TOT C= CHANGE H= HUNDRED TOT N= NAME SRCH S= SPLIT SHIFT
PF1= HELP PF2= MORE MESSAGES PF3= PREV SCREEN PF5= MAIN MENU PF12= END

```

NPPS - Official Pay Record (TAEDIT)

DESCRIPTION AND EXECUTION

The NPPS - Official Pay Record (TAEDIT) template is used to enter an employee's T&A data online and to correct T&A transactions which NPPS marked as being in error when the T&A batch process was run. NPPS marks T&A transactions which are in error after running validity tests for hours worked, leave hours, and other totals.

T&A is the only source of current hours from which NPPS computes earnings. The T&A transaction must pass field edits and be validated. NPPS can process a maximum of three shifts in the same week. In addition, NPPS automatically creates T&A transactions for those employees who are on LWOP status in the current pay period during the T&A batch process.

For employees working uncommon tours (firefighters, etc.), all hours worked, including overtime, must be entered into the Regular Hours field of the TAEDIT template. The Overtime Hours field must contain only the overtime hours in excess of eight per day (also included in the Regular Hours entry).

Steps to Reach T&A Edit

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **1** - Time and Attendance.
3. At the T&A Main Menu, select **1** - T&A Edit.

The first two lines below the template title provide information about the employee such as name, SSN, and payblock. The next four lines provide information about the two weeks which compose each pay period. The types of hours, both earned and used, are shown for each week. Also, a space is provided in which the employee's shift code for each week is entered/displayed. This space is labeled SH for shift worked. The abbreviated names for the types of hours earned and worked are as follows.

- Regular (REG)
- Overtime (OT)
- Night Differential (ND)
- Compensatory Time Earned (CTE)
- Holiday Leave Used (HOL)
- Sunday Differential (SD)
- Hazard Duty (HD)
- Annual Leave (AL)
- Sick Leave (SL)
- Compensatory Time Used (CTU)
- Leave Without Pay (LWOP)
- Suspension (SUSP)
- Absent Without Leave (AWOL)
- Restored Leave (RST)

The last section of the TAEDIT template displays the biweekly totals. The other Leave categories and their abbreviated names are as follows.

A	Administrative
C	Court
D	Credit Hours Used
E	Excused
G	Graduate
H	Home Leave
I	COP
J	Jury
M	Military
R	Religious Comp Time Used
T	Time-Off
Y	Credit Hours Earned
Z	Religious Comp Time Earned

4.2.2.5.2 T&A Reported Hours

COMMAND: _____

NAO3200

FUNCTION: _

T & A'S

PRESENT:

REGULAR:

OVERTIME:

NIGHT DIFF:

COMP EARNED:

HOLIDAY WORKED:

SUNDAY DIFF:

HAZARD DUTY:

ANNUAL LEAVE:

SICK LEAVE:

COMP TAKEN:

LWOP:

SUSPENSION:

AWOL:

HOLIDAY:

RESTORED LEAVE:

FUNCTION: H= HUNDRED TOT / SCROLL

PF1= HELP

PF3= PREV SCREEN

NPPS

T & A REPORTED HOURS - QTAR -

SSN _____

THRU _____

MISSING:

OTHER LEAVE:

A - ADMINISTRATIVE:

C - COURT:

D - CREDIT USED:

E - EXCUSED:

G - GRADUATE:

H - HOME LEAVE:

I - COP:

J - JURY:

M - MILITARY:

R - REL CT USED:

T - TIME OFF AWARD:

Y - CREDIT EARNED:

Z - REL CT EARNED:

REACTIVATIONS:

B= BLOCK TOT

C= CENTER TOT

PF5= MAIN MENU

PF12= END

T&A Reported Hours (QTAR)

DESCRIPTION AND EXECUTION

The T&A Reported Hours (QTAR) template is used to display the control totals for each type of T&A reported hours entered. Totals may be displayed for the center level, payblock level, for groups of 100 employees within each payblock, and for the agency level (for CPO Users). NPPS provides control totals for each type of hours reported, the number of missing T&As, the number of T&As present, the number of T&As in error, and the number of employees reactivated for pay this pay period.

Steps to Reach T&A Reported Hours

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **1** - Time and Attendance.
3. At the T&A Main Menu, select **2** - T&A Reported Hours.

DESCRIPTION OF DATA PROCESSING AND OUTPUT

To display the totals you require, select the appropriate function code: **H** for Hundred Totals in the payblock specified, **B** for Payblock Totals in the payblock specified, or **C** for Center Totals.

CPO Center

When T&A Reported Hours (QTAR) is accessed using the CPO USER-ID. CPO User can retrieve and display the control total for each type of T&A reported hours for the Center. A Function of 'C' and Pay Block '98' retrieves and displays total for NASA Agency.

4.2.2.5.3 Payroll

COMMAND: _____		NPPS	
NAO1550		PAYROLL REGISTER - QREG	
		1 OF 3	
PAY BLOCK: __ OR SSN: __ __ __ NAME: _____			
ADD:	ADD: NET + DED	ADD: NET + DED	
BASIC PAY	NET EARN	FEHB	
OVERTIME	ADV PAY	FERS	
NITE DIF	BANKRUPTCY	FERS MIL	
HOL WKD	BONDS	FICA	
LUMP SUM	CFC	INDEBT US	
UNUS CT PD	CHILD SUPP	HIT	
SUN DIF	C GARNISH	MISC	
HAZARD	CIV SV CR	NEBA	
FOREN-DIF	CITY TAX	STATE TAX	
SUPER DIFF	COUNTY TAX	TSP	
RET ALLOW	CSRS	TSP LOAN	
STAFF DIFF	CSRS MIL	UNION	
*AUO/AVAIL	FED TAX	VOL ALLOT	
PCA	FEGLI		
LOCAL PAY	LTC	SUB TOT	

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF9= NAME SEARCH	PF12= END	

Payroll Register - QREG (Page 1)

COMMAND: _____		NPPS	
NAO1550		PAYROLL REGISTER - QREG	
		2 OF 3	
PAY BLOCK: __ OR SSN: __ __ __ NAME: _____			
	ADD: ADJUSTMENTS	LESS: REFUNDS/CREDIT	
	(-)	(+)	
BASIC ADJ	BILL OF CO	BOND REF	
OT ADJ	CFC	CFC	
NITE ADJ	CITY TAX	CITY TAX	
HOL WKD AD	CIV SV CR	CIV SV CR	
SUN ADJ	CNTY TAX	CNTY TAX	
HAZ ADJ	COLA	COLA	
FIR PR ADJ	CSRS	CSRS	
FOR DF ADJ	EIC	EIC	
SUP DF ADJ	FED TAX	FED TAX	
RET AL ADJ	FEGLI	FEGLI	
STF DF ADJ	FEHB	FEHB	
*AUO ADJ	FERS	FERS	
LOCAL ADJ	FICA	FICA	

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF9= NAME SEARCH	PF12= END	

Payroll Register - QREG (Page 2)

COMMAND: _____		NPPS	
NA01550		PAYROLL REGISTER - QREG	
PAY BLOCK: ____ OR SSN: ____		3 OF 3	
NAME: _____		_____	
ADD: ADJUSTMENTS		LESS: REFUNDS/CREDIT	
(-)		(+)	
HIT		HIT	
ST TAX		ST TAX	
TSP ADJ		TSP ADJ	
TSP LOAN		TSP LOAN	
UNION DUES		UNION DUES	
ADV PAY		ADV PAY	
SUB TOT		SUB TOT	
LESS:S CUT		LESS:	
TOT ERN		EIC AMT(+)	
		COLA (+)	
TOT ERN		TOT ERN	

PF1= HELP		PF3= PREV SCREEN	
PF8= FORWARD		PF5= MAIN MENU	
		PF7= BACKWARD	
		PF9= NAME SEARCH	
		PF12= END	

Payroll Register - QREG (Page 3)

DESCRIPTION AND EXECUTION

The Payroll Register (QREG) template is used to retrieve and display payroll register summary information for an individual employee, single payblock, or for the entire center.

Steps to Reach Payroll Register

- 1. At the Main Menu, select **2** - Payroll.
- 2. At the Payroll Main Menu, select **1** - Time and Attendance.
- 3. At the T&A Main Menu, select **3** - Payroll Register.

This template is composed of three screens. You may move forward by pressing **PF8** and backward by pressing **PF7**.

DESCRIPTION OF DATA PROCESSING AND OUTPUT

To view the totals for an individual, enter the individual's payblock and SSN in the fields provided at the top of the page and press **ENTER**. To view the totals for a single payblock, enter only the payblock number and press **ENTER**. To view the totals for the entire center, enter the number **99** in the payblock field and press **ENTER**.

The label AUO will be replaced with AVAIL PAY if the employee is getting availability pay.

When Payroll Register screen is accessed using CPO USER-ID. CPO User can retrieve and display payroll register summary information for an individual employee, single payblock, the Center, or NASA Agency using Pay Block 98.

4.2.2.6 Vouchering Main Menu

```
COMMAND: _____ N P P S
NAO4000          VOUCHERING MAIN MENU - VOUCHMEN
-----

ENTER ONE OF THE FOLLOWING SELECTIONS: _

1 - VOUCHER CHAIN (SF2812,SF2812A,
   OPM1523, TSP-2)

2 - SF1166 CHAIN

3 - REGISTER TOTALS

4 - ACCOUNTING BREAKOUTS

-----

PF1=  HELP          PF5=  MAIN MENU        PF12=  END SESSION
```

Vouchering Main Menu (VOUCHMEN)

DESCRIPTION AND EXECUTION

The Vouchering Main Menu (VOUCHMEN) is used to select one of the four options available for viewing the vouchering screens which contain the online voucher information, as illustrated in Figure 4.2.2.2-1, Vouchering.

Steps to Reach Vouchering Main Menu

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **4** - Vouchering.

4.2.2.6.1 Voucher Chain

COMMAND: _____		NPPS			
NAO4900 VOUCHER INFORMATION - SF2812, SF2812A, AND OPM1523 INSURANCE					

LIFE INSURANCE	EMPL	W.H.	GOVT. CONTR.	DEDUCTIONS	NOT DEDUCTED
BASIC LIFE	68.66		34.34	7	50
OPT A STND	7.00			1	8
OPT B ADDL	17.60			1	12
OPT C FAMILY	4.60			3	15
TOTAL	97.86			12	85

Voucher Information - SF 2812, SF 2812A, and OPM 1523 Insurance (Page 1)

COMMAND: _____		NPPS			
NAO4900 VOUCHER INFORMATION - SF2812, SF2812A, AND OPM1523 INSURANCE					

OPT B BREAKOUT					
LIFE INSURANCE	EMPL	W.H.	GOVT. CONTR.	DEDUCTIONS	NOT DEDUCTED
UNDER 35					
34-39					
40-44					
45-49					
50-54					
55-59					
60-64					
65-69					
70-74					
75-79					
80-UP					

PF1= HELP PF3= PREVIOUS PF5= MAIN MENU PF12= END SESSION ENTER= NEXT SCRN					

Voucher Information - SF 2812, SF 2812A, and OPM 1523 Insurance (Page 2)

```

COMMAND: _____
NAO4300                      NPPS
VOUCHER INFORMATION - SF2812, SF2812A, AND OPM1523 FEHB BREAKOUT
-----
                        HEALTH BENEFITS DEDUCTIONS
ENROLL                ----- NUMBER OF PAYMENTS -----
CODE NO.              AMOUNT          MADE   NOT MADE SPOUSAL FULL PREMIUM
-----
D21                      1
UM1                      1
UP1                      1
UP2                      1
V11                      2
V12                      1
101                      4
102                      3
104                      6
105                      8
311                      1
312                      1
-----
PF1=  HELP   PF3=  PREV SCREEN   PF5=  MAIN MENU   PF12=  END   ENTER=  NEXT SCREEN

```

**Voucher Information - SF 2812, SF 2812A, and OPM 1523 FEHB Breakout
(Page 1)**

COMMAND: _____ NPPS
 NAO4300
 VOUCHER INFORMATION - SF2812, SF2812A, AND OPM1523 FEHB BREAKOUT

 HEALTH BENEFITS DEDUCTIONS

EMPLOYEE AMT	564.87
GOVT. CONTR	163.30
CASH COLL.	
SPOUSAL PAYMT.	150.00
YTD FEHB ADJ (THIS PP)	
TOTAL FEHB	878.17

 PF1= HELP

PF5= MAIN MENU
 ENTER= NEXT SCREEN

PF12= END

**Voucher Information - SF 2812, SF 2812A, and OPM 1523 FEHB Breakout
 (Page 2)**

COMMAND: _____ NPPS
 NAO4960 VOUCHER INFORMATION - SF2812 & OPM1523 RETIREMENT (1 OF 2)

CSRS	DOLLAR AMOUNT	AGG BASE SALARY	DEDUCTIONS MADE NOT MADE	
RETIRE TOTAL - EMPL	1023.23	14617.60		
RETIRE TOTAL - EMPR	1123.23			
WITHHOLDING - ALL CATEGORIES	1023.23	14617.60	6	36
EMPR - ALL CATEGORIES	1023.23			
SAL OFFSET REEMPLD ANNUIT	100.00			5
MILITARY SERVICE DEPOSIT				
CIVILIAN SERVICE CREDIT				

 PF1= HELP

PF3= PREVIOUS

PF5= MAIN MENU

PF12= END SESSION

ENTER= NEXT SCREEN

Voucher Information - SF 2812 Retirement (Page 1)

```

COMMAND: _____ NPPS
NAO4960    VOUCHER INFORMATION - SF2812 & OPM1523 RETIREMENT (2 OF 2)
-----
      FERS                                DOLLAR      AGG BASE      DEDUCTIONS
      RETIRE TOTAL - EMPL                AMOUNT      SALARY      MADE  NOT MADE
RETIRE TOTAL - EMPL                    69.44        2207.62
RETIRE TOTAL - EMPR                    329.43
REGULAR - K EMPL                       14.80        1850.40        1    37
REGULAR - K EMPR                      238.70
MIL RESERVE TECH - N EMPL
MIL RESERVE TECH - N EMPR
SPECIAL - M EMPL                       4.64        357.22        1    2
SPECIAL - M EMPR                      90.73
SAL OFFSET REEMPLD ANNUIT
MILITARY SERVICE DEPOSIT                50.00        1
TOTAL RETIREMENT                      2545.33        9    81
TOTAL EMPLOYEES                        101
-----
PF1=  HELP      PF3=  PREVIOUS      PF5=  MAIN MENU      PF12=  END SESSION
ENTER=  NEXT SCREEN

```

Voucher Information – SF 2812 Retirement (Page 2)

```

COMMAND: _____ NPPS
NAO4910    TSP VOUCHER INFORMATION - TSP2
-----
      CURRENT AND LATE      NEGATIVE ADJUSTMENTS

EMP DED:
GOV BASIC:
GOV MATCH:
TOTAL:
CONTROL TOTAL:

-----
PF1 =  HELP      PF3 =  PREVIOUS      PF5 =  MAIN MENU      PF12 =  END_

```

Voucher Information - TSP2

DESCRIPTION AND EXECUTION

The Voucher Chain option displays the screens that contain the online voucher information for SF 2812, SF 2812A, OPM 1523 Insurance, and TSP2.

Steps to Reach Voucher Chain

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **4** - Vouchering.
3. At the Vouchering Main Menu, select **1** - Voucher Chain.

4.2.2.6.2 SF 1166 Chain

```

COMMAND: _____ NPPS
NAO4100          SF1166 INFORMATION - PAYMENTS
-----
EFT PAYMENTS          ITEM COUNT          AMOUNT
NET PAY                5                7033.87
SAVINGS ALLOTMENTS    7                600.00
TSP LOAN              1                 54.95
FSA HC                4                345.83
FSA DC                3                443.33
TOTAL                13                7688.82

NON EFT PAYMENTS      ITEM COUNT          AMOUNT
NAME ONLY - OFFICE CKS
NAME ONLY - AWARDS CKS
SALARY CHECKS MAILED    4                3930.38
MISCELLANEOUS CHECKS   16                953.50
TOTAL                  20                4883.88

LONG TERM CARE         ITEM COUNT          AMOUNT
EMPLOYEE              9999              9999.99
SPOUSE                9999              9999.99
DEPENDENT             9999              9999.99
TOTAL                9999              99999.99
-----
PF1 = HELP      PF3 = PREVIOUS      PF5 = MAIN MENU      PF12 = END
ENTER= NEXT SCREEN

```

SF 1166 Information - Net Pay

```

COMMAND: _____ NPPS
NAO4200          SF1166 INFORMATION - FEDERAL RESERVE TAXES
-----
FED TAX          FICA          HIT          COMBINED
WITHHELD        WITHHELD        WITHHELD        TOTAL
3574.55         136.87         278.94         3990.36

GOVT          GOVT
FICA          HIT
136.87        278.94

TOTAL FEDERAL RESERVE DEPOSIT
4406.17
-----
PF1= HELP      PF3= PREVIOUS      PF5= MAIN MENU      PF12= END
ENTER= NEXT SCREEN

```

SF 1166 Information - Federal Reserve Taxes

END OF DATA		NPPS	
COMMAND: _____			
NAO4500		SF1166 INFORMATION - CFC TOTALS	
CFC ORGANIZATION		AMOUNT	
1989	GULF COAST COMBINED	1.00	
1989	CFC,HARRISON,HANCOCK	6.00	
TOTAL AMOUNT		7.00	

PF1= HELP		PF3= PREV SCREEN	PF5= MAIN MENU
		PF12= END	
ENTER= NEXT SCREEN			

SF 1166 Information - CFC Totals

END OF DATA		NPPS	
COMMAND: _____			
NAO4800		SF1166 INFORMATION - SF16EBND	
TOTAL SERIES EE BONDS		DENOMINATION	AMOUNT
PURCHASED			
2		100	100.00
		200	
		500	
		1000	
GRAND TOTAL SERIES EE BONDS PURCHASED		GRAND TOTAL AMOUNT	
2		100.00	

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF12= END
ENTER= NEXT SCREEN			

SF 1166 Information – Series EE Bonds

END OF DATA		
COMMAND: _____		
NAO4800		
SF1166 INFORMATION - SF16IBND		
NPFS		
TOTAL SERIES I BONDS	DENOMINATION	AMOUNT
PURCHASED		
1	50	50.00
	75	
2	100	200.00
	200	
	500	
	1000	
GRAND TOTAL SERIES I BONDS PURCHASED		GRAND TOTAL AMOUNT
3		250.00

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU
	ENTER= NEXT SCREEN	PF12= END

SF 1166 Information – Series I Bonds

END OF DATA
COMMAND: _____ NPPS
NAO4700 SF1166 INFORMATION - UNION DUES

UNION NAME	AMOUNT
TEST UNION 1	17.00
TEST UNION 2	4.00
TEST UNION 3	8.00

TOTAL AMOUNT 29.00

PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END
ENTER= NEXT SCREEN

SF 1166 Information - Union Dues

END OF DATA
COMMAND: _____ NPPS
NAO4930 SF1166 INFORMATION - STATE/LOCAL TAXES

STATE/CITY/COUNTY	AMOUNT	GROSS EARNINGS
CALIFORNIA	255.59	9999999999.99
DIST. OF COL	740.25	9999999999.99

TOTAL AMOUNT 632.39 9999999999.99

PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END
ENTER= NEXT SCREEN

SF 1166 Information - State/Local Taxes

COMMAND: _____	NPPS
NAO4940	SF1166 INFORMATION - MISCELLANEOUS PAYMENTS
U.S. DEBT	0.00
CHILD SUPPORT	0.00
COMMERCIAL GARNISHMENTS	0.00
BANKRUPTCY	0.00
NEBA	0.00
GRAND TOTAL	0.00

PF1= HELP	PF3= PREV SCREEN
PF5= MAIN MENU	PF12= END
ENTER= NEXT SCREEN	

SF 1166 Information - Miscellaneous Payments

DESCRIPTION AND EXECUTION

The SF 1166 Chain option displays the screens that contain the online SF 1166 vouchering information.

Steps to Reach SF 1166 Chain

- 1. At the Main Menu, select 2 - Payroll.
- 2. At the Payroll Main Menu, select 4 - Vouchering.
- 3. At the Vouchering Main Menu, select 2 - SF 1166 Chain.

4.2.2.6.3 Register Totals

COMMAND: _____		NPPS	
NAO1550		PAYROLL REGISTER - QREG	
PAY BLOCK: ____ OR SSN: ____		NAME: _____	
ADD:		ADD: NET + DED	
BASIC PAY	NET EARN	FEHB	
OVERTIME	ADV PAY	FERS	
NITE DIF	BANKRUPTCY	FERS MIL	
HOL WKD	BONDS	FICA	
LUMP SUM	CFC	INDEBT US	
UNUS CT PD	CHILD SUPP	HIT	
SUN DIF	C GARNISH	MISC	
HAZARD	CIV SV CR	NEBA	
FOREN-DIF	CITY TAX	STATE TAX	
SUPER DIFF	COUNTY TAX	TSP	
RET ALLOW	CSRS	TSP LOAN	
STAFF DIFF	CSRS MIL	UNION	
AUO/AVAIL	FED TAX	VOL ALLOT	
PCA	FEGLI		
LOCAL PAY	LTC	SUB TOT	

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF9= NAME SEARCH	PF12= END	

Payroll Register - QREG (Page 1)

COMMAND: _____		NPPS	
NAO1550		PAYROLL REGISTER - QREG	
PAY BLOCK: ____ OR SSN: ____		NAME: _____	
ADD: ADJUSTMENTS		LESS: REFUNDS/CREDIT	
(-)		(+)	
BASIC ADJ	BILL OF CO	BOND REF	
OT ADJ	CFC	CFC	
NITE ADJ	CITY TAX	CITY TAX	
HOL WKD AD	CIV SV CR	CIV SV CR	
SUN ADJ	CNTY TAX	CNTY TAX	
HAZ ADJ	COLA	COLA	
FIR PR ADJ	CSRS	CSRS	
FOR DF ADJ	EIC	EIC	
SUP DF ADJ	FED TAX	FED TAX	
RET AL ADJ	FEGLI	FEGLI	
STF DF ADJ	FEHB	FEHB	
AUO ADJ	FERS	FERS	
LOCAL ADJ	FICA	FICA	

PF1= HELP	PF3= PREV SCREEN	PF5= MAIN MENU	PF7= BACKWARD
PF8= FORWARD	PF9= NAME SEARCH	PF12= END	

Payroll Register - QREG (Page 2)

COMMAND: _____

NAO1550

PAY BLOCK: ____ OR SSN: ____

NAME: _____

NPPS

PAYROLL REGISTER - QREG

3 OF 3

	ADD: ADJUSTMENTS (-)	LESS: REFUNDS/CREDIT (+)
	HIT	HIT
	ST TAX	ST TAX
	TSP ADJ	TSP ADJ
	TSP LOAN	TSP LOAN
	UNION DUES	UNION DUES
	ADV PAY	ADV PAY
SUB TOT	SUB TOT	SUB TOT
LESS:S CUT		LESS:
TOT ERN		EIC AMT(+)
		COLA (+)
TOT ERN		TOT ERN

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF7= BACKWARD

PF8= FORWARD

PF9= NAME SEARCH

PF12= END

Payroll Register - QREG (Page 3)

DESCRIPTION AND EXECUTION

The Payroll Register (QREG) template is used to retrieve and display payroll register summary information for an individual employee, single payblock, or for the entire center.

Steps to Reach Payroll Register

- 1. At the Main Menu, select **2** - Payroll.
- 2. At the Payroll Main Menu, select **4** - Vouchering.
- 3. At the Vouchering Main Menu, select **3** - Register Totals.

This template is composed of three screens. You may move forward by pressing **PF8** and backward by pressing **PF7**.

CPO Center

When Payroll Register screen is accessed using CPO USER-ID, CPO User can retrieve and display payroll register summary information for an individual employee, single payblock, the Center, or NASA Agency using Pay Block 98.

4.2.2.6.4 Accounting Breakouts

COMMAND: _____		NPPS	
NAO4950		ACCOUNTING INFORMATION - ACCTBRK (1 OF 3)	

NET PAY TO EMPLOYEES	00.00	BANKRUPTCY	00.00
FEDERAL INCOME TAX	00.00	BILL FOR COLLECTION	00.00
FICA EMPLOYEES	00.00	MISC DEDUCTIONS	00.00
FICA EMPLOYERS	00.00	STATE TAX	00.00
HIT EMPLOYEES	00.00	COUNTY TAX	00.00
HIT EMPLOYERS	00.00	CITY TAX	00.00
NEBA INSURANCE	00.00	SAVINGS BONDS(REFUND)	00.00
COMBINED FEDERAL CAMP.	00.00	ADVANCED PAY DEDUCTIONS	00.00
UNION DUES	00.00	LTC	00.00
CHILD SUPPORT	00.00	FSA HC	00.00
INDEBTEDNESS DUE U.S.	00.00	FSA DC	00.00
COMMERCIAL GARNISHMENTS	00.00		

PF1= HELP	PF3= PREVIOUS	PF5 = MAIN MENU	PF12 = END
ENTER= NEXT SCREEN			

Accounting Information - ACCTBRK (Page 1)

COMMAND: _____		NPPS	
NAO4950		ACCOUNTING INFORMATION - ACCTBRK (2 OF 3)	

TSP (THRIFT SAVINGS PLAN)		FEGLI (EMPLOYEES)	97.86
CSRS	00.00	BASIC	68.66
FERS (EMPLOYEES)	00.00	OPTION A	07.00
FERS GOV'T BASIC	22.07	OPTION B	17.60
FERS GOV'T MATCHING	00.00	OPTION C	04.60
		FEGLI (EMPLOYERS)	34.34
FEHB EMPLOYEES	228.99		
FEHB EMPLOYERS	489.16		
FEHB CASH COLLECTION	00.00		
FEHB SPOUSAL PAYMENT	00.00		

PF1 = HELP	PF3 = PREVIOUS	PF5 = MAIN MENU	PF12 = END

Accounting Information - ACCTBRK (Page 2)

```

COMMAND: _____ NPPS
NAO4950 ACCOUNTING INFORMATION - ACCTBRK (3 OF 3)
-----
CSRS: RETIRE TOTAL - EMPL          1,023.23
      RETIRE TOTAL - EMPR          1,123.23
            SALARY OFFSET REEMPLD ANNUIT          100.00
            MILITARY SERVICE DEPOSIT              00.00
            CIVILIAN SERVICE CREDIT               00.00
FERS: RETIRE TOTAL - EMPL           69.44
      RETIRE TOTAL - EMPR          329.43
            REGULAR - K EMPL              14.80
            REGULAR - K EMPR            238.70
            MIL RES TECH - N EMPL          00.00
            MIL RES TECH - N EMPR          00.00
            SPECIAL - M EMPL              04.64
            SPECIAL - M EMPR             90.73
            SALARY OFFSET REEMPLD ANNUIT          00.00
            MILITARY SERVICE DEPOSIT          50.00

TOTAL RETIREMENT - CSRS/FERS          2,545.33
-----
PF1 = HELP      PF3 = PREVIOUS      PF5 = MAIN MENU      PF12 = END

```

Accounting Information - ACCTBRK (Page 3)

DESCRIPTION AND EXECUTION

The Accounting Information (ACCTBRK) template is used to display the accounting information for vouchering purposes.

Steps to Reach Accounting Information (Breakouts)

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **4** - Vouchering.
3. At the Vouchering Main select **4** - Accounting Breakouts

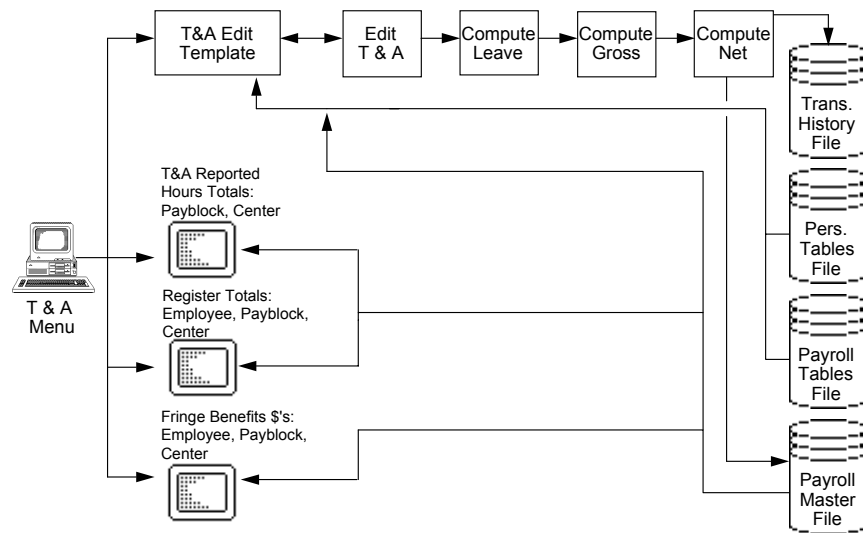


Figure 4.2.2.1-1 T&A Processing

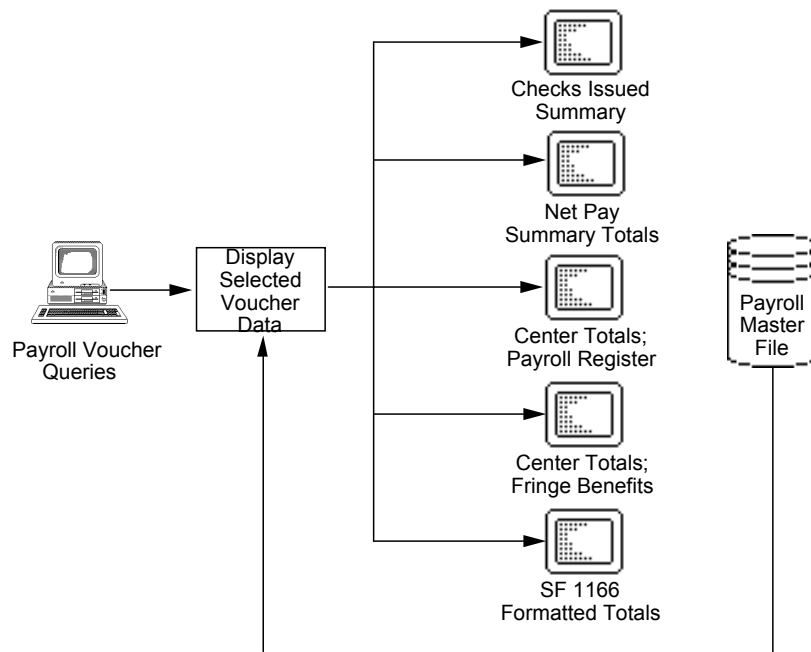


Figure 4.2.2.2-1 Vouchering

4.2.3 Payroll Table Processing

COMMAND: _____	N P P S
NAO0000	PAYROLL MAIN MENU - MMPAY

CENTER ID: _____	NPPS VERSION: _____
ENTER ONE OF THE FOLLOWING SELECTIONS: _	
1 - TIME & ATTENDANCE	
2 - MER	
3 - TABLE PROCESSING	
4 - VOUCHERING	
5 - NON-PERSONNEL ACTION CASH AWARDS	

PF1= HELP	PF5= MAIN MENU
PF12= END	

Payroll Main Menu (MMPAY)

DESCRIPTION AND EXECUTION

The Payroll table processing operations are accessed through the Payroll Main Menu (MMPAY). Payroll table processing (illustrated in Figure 4.2.3-1, Payroll Tables) enables you to select and modify the payroll tables.

Steps to Reach Table Processing

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **3** - Table Processing.

Throughout the Payroll Table Processing section, special sets of function and PF keys will be available. Though not every function and PF key appears on all screens, the following list is provided so that you may become familiar with them.

Use of Functions

- A=Add Allows you to add a new entry to the table you select.
- B=Browse Allows you to view multiple entries on the same screen.
- C=Change Allows you to change an existing table entry.
- D=Delete Allows you to delete an existing table entry.
- N=Next Allows you to view the next table entry.
- R=Retrieve Allows you to retrieve information on an existing table entry.

Use of PF Keys

Four standard PF keys appear on most menus and templates: PF1=Help, PF3=Previous Screen, PF5=Main Menu, and PF12=End.

4.2.3.1 Payroll Tables Menu

```
COMMAND: _____ NPPS
NAO2000      PAYROLL TABLES MENU - PAYTAB
-----
TABLE RELEASE:

ENTER ONE OF THE FOLLOWING SELECTIONS

1  CORE TABLES MAINTENANCE
2  LOCAL TABLES MAINTENANCE

SELECTION:  _

-----
PF1=  HELP          PF5=  MAIN MENU      PF12=  END
```

Payroll Tables Menu (PAYTAB)

DESCRIPTION AND EXECUTION

The Payroll Tables Menu (PAYTAB) is used to maintain payroll tables. This menu offers two selections.

1. Core Tables Maintenance: Select a payroll core table for viewing or updating.
2. Local Tables Maintenance: Select a payroll local table for viewing or updating.

Steps to Reach Payroll Tables Menu

1. At the Main Menu, select **2** - Payroll.
2. At the payroll Main Menu, select **3** - Table Processing.

4.2.3.1.1 Payroll Core Tables Menu

```

* NO MORE TABLE IDS TO DISPLAY (TO REPEAT THE LIST, HIT ENTER)

COMMAND: _____ NPPS
NAO2001          PAYROLL CORE TABLES MENU - PAYCORE

TABLE      TABLE      TABLE      TABLE
ID          DESCRIPTION  ID          DESCRIPTION
-----
TBOND      BOND TABLE      TCASE      ICB AWRDS INST TBL
TEIC       EARNED INCOME CRED THAZARD     HAZARDOUS CODE TBL
THOLIDAY   PAYPERIOD HOLIDAYS      TICBCAT     TYPE OF AWRD INDIC
TLIFE      LIFE INSURANCE      TLIMIT      MISC. LIMITS
TMAX       GROSS/OT LIMITS          TMILINT     MILITARY DEP. INT.
TNEBA      NEBA LIFE                 TNEBATRV    NEBA TRAVEL INSURA
TPREM      PREMIUM RATES            TRETIR      RETIREMENT RATES
TSEA       SENIOR EXEC ASSOC        TSTATE      STATE/COUNTRY CODE
TTAX       FEDERAL/STATE TAX

ENTER THE TABLE ID OF THE TABLE YOU WISH TO PROCESS ==> _____

-----
PF1=  HELP          PF3=  PREV SCREEN  PF5=  MAIN MENU    PF12= END

```

Payroll Core Tables Menu (PAYCORE)

DESCRIPTION AND EXECUTION

The Payroll Core Tables Menu (PAYCORE) is used to select a payroll core table to be viewed or updated. The menu lists both the table ID and description for all payroll tables available. Once a table has been selected from the list, the table ID should be typed in the indicated blank. NPPS then displays the requested table one entry at a time. The table may be viewed one entry at a time, a new entry may be added, an existing entry may be changed, or an existing entry may be deleted. Also, if the browse function is available in the list of screen functions, you may select it to view multiple table entries on single screen.

Steps to Reach Payroll Core Tables Menu

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **3** - Table Processing.
3. At the Payroll Tables Menu, select **1** - Core Tables Maintenance.
4. At the Payroll Tables Menu, enter the name of the table you want to view or update.

4.2.3.1.2 Payroll Local Tables Menu

```

* NO MORE TABLE IDS TO DISPLAY (TO REPEAT THE LIST, HIT ENTER)

COMMAND: _____ NPPS
NAO2002      PAYROLL LOCAL TABLES MENU - PAYLOCAL

TABLE      TABLE      TABLE      TABLE
ID          DESCRIPTION  ID          DESCRIPTION
-----
TCFC        COMBINED FEDERAL      TEMPRID     STATE EMPLOYER ID
TFIN        FINANCIAL INSTITUT    TUNION      EMPLOYEE UNION

ENTER THE TABLE ID OF THE TABLE YOU WISH TO PROCESS ==> _____

-----
PF1= HELP      PF3= PREV SCREEN  PF5= MAIN MENU  PF12= END

```

Payroll Local Tables Menu (PAYLOCAL)

DESCRIPTION AND EXECUTION

The Payroll Local Tables Menu (PAYLOCAL) is used to select a payroll local table to be viewed or updated. The menu lists both the table ID and description for all payroll tables available. Once a table has been selected from the list, the table ID should be typed in the indicated blank. NPPS then displays the requested table one entry at a time. The table may be viewed one entry at a time, a new entry may be added, an existing entry may be changed, or an existing entry may be deleted. Also, if the browse function is available in the list of screen functions, you may select it to view multiple table entries on single screen.

Steps to Reach Payroll Local Tables Menu

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **3** - Table Processing.
3. At the Payroll Tables Menu, select **2** - Local Tables Maintenance.
4. At the Payroll Tables Menu, enter the name of the table you want to view or update.

USER INPUT

There are two types of payroll tables; Core tables and Local tables. The Core tables are developed and maintained centrally by the NPPS Development Team. The Local tables are populated and maintained locally by each receiving installation. The following is a list of all the local tables.

TCFC	Combined Federal Campaign	NPPS uses this table to establish legal CFC organizations and address information for those organizations.
TFIN	Financial Institutions	NPPS uses this table to establish the identification and address data for employee net pay dispositions and allotments for electronic funds transfers and checks sent to financial institutions.
TUNION	Union Code	NPPS uses this table to establish the current active unions for the installation.
TEMPRID	State Employer ID	NPPS uses this table to print the employers ID associated with a state code on an employee's W-2 (Core Report 418).

DESCRIPTION OF DATA PROCESSING RESULTS AND OUTPUT

The following is a four-screen example of the table maintenance process. The first screen shows the selection of the State/Country code using the ID TSTATE.

* NO MORE TABLE IDS TO DISPLAY (TO REPEAT THE LIST, HIT ENTER)

COMMAND: _____ NPPS

NAO2001 PAYROLL CORE TABLES MENU - PAYCORE

TABLE ID	TABLE DESCRIPTION	TABLE ID	TABLE DESCRIPTION
TBOND	BOND TABLE	TCASE	ICB AWRDS INST TBL
TEIC	EARNED INCOME CRED	THAZARD	HAZARDOUS CODE TBL
THOLIDAY	PAYPERIOD HOLIDAYS	TICBCAT	TYPE OF AWRD INDIC
TLIFE	LIFE INSURANCE	TLIMIT	MISC. LIMITS
TMAX	GROSS/OT LIMITS	TMILINT	MILITARY DEP. INT.
TNEBA	NEBA LIFE	TNEBATRV	NEBA TRAVEL INSURA
TPREM	PREMIUM RATES	TRETIR	RETIREMENT RATES
TSEA	SENIOR EXEC ASSOC	TSTATE	STATE/COUNTRY CODE
TTAX	FEDERAL/STATE TAX		

ENTER THE TABLE ID OF THE TABLE YOU WISH TO PROCESS ==> TSTATE

PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END

Payroll Tables Menu with TSTATE

The next screen shows the first entry for this table. Notice that the function has been changed to "B" for Browse.

COMMAND: _____ NPPS

NAO2060 STATE/COUNTRY CODE TABLE - TSTATE 2

FUNCTION: B

STATE/COUNTRY CODE: AK_

STATE/COUNTRY NAME: ALASKA_____

FUNCTIONS: A= ADD B= BROWSE C= CHANGE D= DELETE N= NEXT R= RETRIEVE

PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END

State/Country Code

The third screen shows the use of the browse function to display a list of multiple table entries. Notice that the table entry "California" has been marked with an "X" to indicate it is the record to be changed.

```

* TO CHANGE A RECORD, PLACE AN 'X' ON THAT LINE AND HIT ENTER
COMMAND: _____ NPPS
NAO2060B          STATE/COUNTRY TABLE BROWSE
-----

      BEGINNING STATE/COUNTRY CODE: CA_

SEL   STATE/COUNTRY   STATE/COUNTRY NAME
      CODE
--    AK              ALASKA
--    AL              ALABAMA
--    AR              ARKANSAS
--    AZ              ARIZONA
X     CA              CALIFORNIA
-----

PF1=  HELP          PF3=  PREV SCREEN    PF5=  MAIN MENU  PF7=  BACKWARD
PF8=  FORWARD       PF12= END

```

Browse State/Country Code

The final screen displays the "California" entry for the State/Country Code table. In addition, NPPS automatically set the function to "C" for Change.

```

COMMAND: _____ NPPS
NAO2060          STATE/COUNTRY CODE TABLE - TSTATE
-----

      FUNCTION: C

      STATE/COUNTRY CODE: CA_

      STATE/COUNTRY NAME: CALIFORNIA_____
-----

FUNCTIONS:  A=  ADD    B=  BROWSE   C=  CHANGE   D=  DELETE   N=  NEXT    R=  RETRIEVE
PF1=  HELP    PF3=  PREV SCREEN  PF5=  MAIN MENU  PF12= END

```

Change State/Country Name

4.2.4 Non-personnel Action Cash Awards Processing

```
COMMAND: _____ N P P S
NAO7000 NON-PERSONNEL ACTION CASH AWARDS MAIN MENU - CASHMENU
-----
```

ENTER ONE OF THE FOLLOWING SELECTIONS: _

- 1 - CASH AWARDS
- 2 - MASS CASH AWARDS
- 3 - CASH AWARDS QUERY

```
-----
PF1=  HELP          PF3=  PREV SCREEN  PF5=  MAIN MENU  PF12= END
```

Non-personnel Action Cash Awards Main Menu (CASHMENU)

DESCRIPTION AND EXECUTION

The non-personnel action cash awards processing operations are accessed through the Payroll Main Menu (MMPAY). This cash awards processing enables you to enter and adjust non-personnel action cash award payment transactions for NASA employees and non-NASA government and non-government employees in the current pay period.

Steps to Reach Non-personnel Action Cash Awards Main Menu

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **5** - Non-personnel Action Cash Awards.

4.2.4.1 Cash Awards Processing

COMMAND: _____		NPPS	
NAO7110 NON-PERSONNEL ACTION CASH AWARDS - CASHPAY			

SSN	PAYBLK	FUNC	LAST NAME
____	____	R	____
FIRST NAME		I	SUF
____		____	____
AWARD PAYMENT DATE: _____		AWARD TYPE: _____	
CASE NO: _____		ICB CATEGORY: _____	
PR NO: _____		GROSS AMOUNT: _____	
ADJUSTED AMT: _____			
GOV/NON: _____	STATE TAX CD: _____	CITY TAX CD: _____	OASDI: _____
(G OR N)			HIT: _____
			(Y OR BLANK)
ADDRESS: _____			
CITY: _____	STATE/COUNTRY: _____		ZIP: _____ - _____
DUTY STATUS: _____		INSTALLATION: _____	

FUNCTIONS: A= ADD C= CHANGE N= NAME SEARCH R= RETRIEVE			
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END			

Non-personnel Action Cash Awards (CASHPAY)

DESCRIPTION AND EXECUTION

The Non-personnel Action Cash Awards (CASHPAY) template is used to add, retrieve, and change name, address, and awards payment information for a non-personnel action award.

Steps to Reach Non-personnel Action Cash Awards

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **5** - Non-personnel Action Cash Awards.
3. At the Non-personnel Action Cash Awards Main Menu, select **1** - Cash Awards.

If you know the award recipient is on the payroll master file or has already received an award through the Non-personnel Action Cash Awards process, you only have to enter the Award Payment Date, Award Type, Case No, and ICB Category. The rest of the data on the screen will be loaded automatically. When you retrieve by SSN only, Award Payment Date will always be pre-loaded along with the display of name and address.

NPPS calculates federal, state, and city tax as well as FICA, HIT, and the net amount appropriately when you enter Gov/Non, State Tax Cd, City Cd, OASDI, and HIT fields. NPPS will update earnings and deductions accumulations for employees at your installation when you add or change a non-personnel action cash award.

4.2.4.2 Mass Cash Awards Processing

COMMAND: NPPS
NAO7120 NON-PERSONNEL ACTION MASS CASH AWARDS - MASSCASH 1 OF 10

SSN

FUNCTION

LAST NAME

FIRST NAME

I

SUF

AWARD

PAY DATE

FROM

TO

ACT

PAY DATE

TYPE

ICB CAT

PR #

CASE #

AMOUNT

FUNCTIONS: C= CHANGE N= NAME SEARCH R= RETRIEVE

ACT: X= CANCEL M= MODIFY PF1= HELP

PF3= PREV SCREEN PF5= MAIN MENU PF7= BACKWARD PF8= FORWARD PF12= END

Non-personnel Action Mass Cash Awards (MASSCASH)

DESCRIPTION AND EXECUTION

The Non-personnel Action Mass Cash Awards (MASSCASH) template is used to display up to 100 awards at a time for a specified individual. It also provides the capability to cancel or navigate to the Non-personnel Action Cash Awards (CASHPAY) template for update on any selected award. Only one award will be processed at a time depending on the action selected (i.e., either entering **X** in the Act field to cancel or **M** to modify an award). When "M" is entered in the Act field, you will be taken to the CASHPAY template where the update process is performed.

Steps to Reach Non-personnel Action Mass Cash Awards

- 1. At the Main Menu, select **2** - Payroll.
- 2. At the Payroll Main Menu, select **5** - Non-personnel Action Cash Awards.
- 3. At the Non-personnel Action Cash Awards Main Menu, select **2** - Mass Cash Awards.

4.2.4.3 Cash Awards Query

```

COMMAND: _____ NPPS
NAO7130      NON-PERSONNEL ACTION CASH AWARDS REGISTER - QCASH
-----
          GROSS      FED      STATE      CITY      FICA      HIT      AWD CNT

NON-ICB:

ICB AWDS:
T
P
M
R

TOTAL:

GRAND
TOTAL:
-----

PF1=  HELP      PF3=  PREV SCREEN      PF5=  MAIN MENU      PF12=  END

```

Non-personnel Action Cash Awards Register (QCASH)

DESCRIPTION AND EXECUTION

The Non-personnel Action Cash Awards Register (QCASH) template is used to display the totals and grand totals of awards and dollar amounts for NASA, non-NASA government, and non-government employees effective for the current pay period.

Steps to Reach Non-personnel Action Cash Awards Register

1. At the Main Menu, select **2** - Payroll.
2. At the Payroll Main Menu, select **5** - Non-personnel Action Cash Awards.
3. At the Non-personnel Action Cash Awards Main Menu, select **3** - Cash Awards Query.

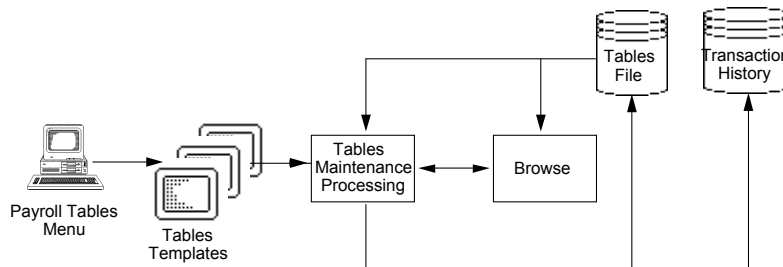


Figure 4.2.3-1 Payroll Tables

4.3 Application Administration

The Application Administration function for NPPS includes five operations.

- Security Maintenance
- Command and Relational Table Maintenance
- Processing Controls
- Help Maintenance
- Ad Hoc Reporting (SUPER NATURAL)

Some of these operations are accessed through the Application Administration subsystem of NPPS (e.g., security maintenance, command and relational table maintenance, and processing controls). Help maintenance as an operation may be performed from any help screen in the entire NPPS help facility. Ad Hoc Reporting using SUPER NATURAL may be accessed only from the NPPS Main Menu.

The professionals who perform these operations are referred to as Application Administrators. Some have expertise in personnel; others have expertise in payroll. Typically, Application Administrators are responsible, directly or indirectly, for inputting data into NPPS to maintain current employee records and extract data from NPPS for batch reporting and/or payroll purposes. Application Administrators perform the five previously listed vital functions which create a link between their functions as users of NPPS and the system operators and database administrators.

4.3.1 Application Administration Menu

```

COMMAND: _____ N P P S
NPO0100 APPLICATION ADMINISTRATION - ADMMENU
-----
CENTER ID:          NPPS VERSION:

ENTER ONE OF THE FOLLOWING SELECTIONS:

1 - SECURITY MAINTENANCE
2 - MAINTENANCE UTILITIES
3 - PROCESSING CONTROLS
4 - JOB SCHEDULER

SELECTION  _

-----
PF1=  HELP          PF5=  MAIN MENU          PF12=  END

```

Application Administration (ADMMENU)

DESCRIPTION AND EXECUTION

The Application Administration (ADMMENU) menu is used to select one of the four operations required to administer NPPS. These tasks are performed by select personnel and payroll professionals at each installation and at the CPO level.

This section of the UOG describes Security Maintenance (option 1) and Processing Controls (option 3). Most of Maintenance Utilities (option 2) discusses batch job maintenance, which is described in Section 5.0, Batch User Capability. However, the portion of Maintenance Utilities which enables you to view and update the command and relational tables is described in this section. Job Scheduler (option 4) enables you to schedule a batch job which has been predefined by the batch job maintenance utilities. Batch job scheduling is also described in Section 5.0.

Step to Reach Application Administration

1. At the Main Menu, select **3** - Application Administration.

Throughout the Application Administration subsystem, special sets of function and PF keys will be available to you. These functions and PF keys will be defined in each operation. Four standard PF keys appear on most menus and templates: PF1=Help, PF3=Previous Screen, PF5=Main Menu, and PF12=End. Two additional keys, PF7=Backward and PF8=Forward, allow you to move between the pages of a template composed of more than one screen.

4.3.1.1 Security Maintenance

COMMAND: _____

NPPS SECURITY MAINTENANCE

NPO1000

SECURE

NPPS USERID: _____

FUNCTION: _

NAME: _____

SSN: _ _ _

INSTALLATION:

INSTALLATION NAME:

FUNCTIONS:

A= ADD

C= CHANGE

R= REVIEW

D= DELETE

PF1= HELP

PF2= RESET PASSWORD

PF3= PREV SCREEN

PF5= MAIN MENU

PF9= COPY SECURITY

PF12= END

Security Maintenance (SECURE)

DESCRIPTION AND EXECUTION

The Security Maintenance (SECURE) template is used by the Security Administrator to set up and maintain the NPPS security profiles for all individuals who use NPPS, as illustrated in Figure 4.3.1.1-1. A Payroll Administrator establishes and maintains security profiles for members of payroll; a Personnel Administrator establishes and maintains security profiles for members of personnel. The NPPS Master Administrator establishes and maintains security profiles for other Security Administrators. Your security profile tells NPPS which subsystems you may access and what tasks you are authorized to perform. You may enter the security section and view only your own security profile without special Security Administrator permissions.

The Consolidated Payroll Office (CPO) Security Administrator maintains the security profiles to process Payroll for each Center. A security profile set up by the CPO User is automatically copied to access to all NASA Centers listed in NPPS Core Table TINSTAL1. CPO User security profile cannot differ between Centers.

Steps to Reach Security Maintenance

1. At the Main Menu, select **3** - Application Administration.
2. At the Application Administration Menu, select **1** - Security Maintenance

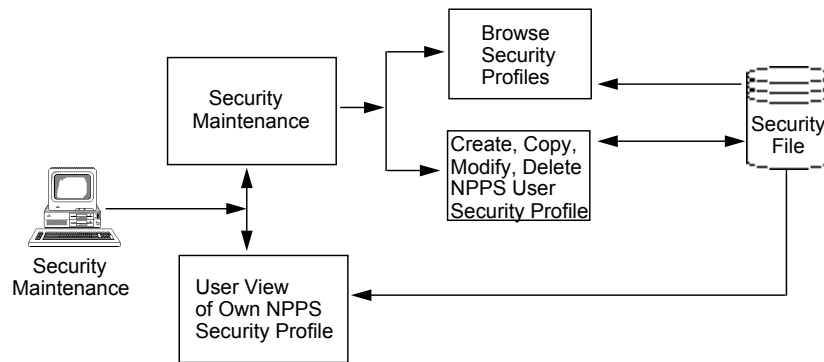


Figure 4.3.1.1-1 Security Maintenance

Use of Functions

A=Add	Allows a Security Administrator to add a new profile.
C=Change	Allows a Security Administrator to change an existing profile.
R=Review	Allows a Security Administrator to view an existing profile. This function also allows any individual to view his/her own profile.
D=Delete	Allows a Security Administrator to delete an unwanted profile, such as a separated employee.
L=List	Allows a Security Administrator to list the name, SSN, and user-id for each of the security profiles the administrator may maintain. This function is only available from the Security Administrator Permissions template.

Use of PF Keys

PF2=Reset Password - Enables a Security Administrator viewing the Security Maintenance template to reset a user's password.

PF4=Securfun - Allows a Security Administrator viewing the Security Profiles listing to proceed to the Functional Security Permissions template rather than return to the Security Administrator Permissions template.

PF9=Copy Security - Enables a Security Administrator viewing the Security Maintenance template to copy an existing profile, creating two identical profiles for two different system users. PF9 (Copy Security) causes NPPS to display the Security Copy template. The Security Administrator may then enter the name of the user-id for the original profile, and the user-id, name, and SSN for the user to receive the second and identical profile.

When signed-on as a CPO User, a PF9 will copy a security profile to another CPO User only if the new User's USER-ID begins with the specific CPO-ID.

DESCRIPTION OF DATA PROCESSING RESULTS AND OUTPUT

In order to add, review, change, or copy a profile, you must access and utilize multiple security maintenance templates. Following are the names and descriptions of the six security templates.

Security Menu	Allows the entry of the user-id whose profile is to be added or modified according to the function specified.
Security Copy	Allows a Security Administrator to copy an existing profile, creating two identical profiles for two different system users.
Security Administrator	Allows the review, creation, or maintenance of a Security Administrator profile.
Permissions	Allows a Security Administrator to view a listing of the names and user-ids of the profiles the administrator may maintain. This listing may only be requested of the Security Administrator Permissions template.
Security Functional Level	Allows the review and maintenance of functional level authorizations for a specified profile.
Security Detail Permission	Allows the review and maintenance of detail level authorizations for a specified profile.

The following screen displays a request to review a profile. In this example, the individual who is assigned this profile is a Security Administrator. Therefore, the Security Administrator Permissions template may be viewed.

COMMAND: _____	NPPS SECURITY MAINTENANCE
NPO1000	SECURE

NPPS USERID: _____	FUNCTION: _
NAME: _____	SSN: _ _ _
INSTALLATION:	
INSTALLATION NAME:	

FUNCTIONS:	A= ADD C= CHANGE R= REVIEW D= DELETE
PF1= HELP	PF2= RESET PASSWORD PF3= PREV SCREEN PF5= MAIN MENU
PF9= COPY SECURITY	PF12= END

Security Maintenance (SECURE)

Establishing a given security profile requires entries on one or more of the three types of Security Permission templates: (1) Functional Security Permissions, (2) Detail Level Permissions, and (3) Administrator Permissions.

- | | |
|---------------|--|
| Functional | Every profile must have entries on the Functional Security Permissions template. This is the screen that designates Permissions for the major NPPS processes; master employee record updates, personnel actions, etc. |
| Detail | A given security profile may require entries on one or more Level Detail Level Permission template(s). The major processes Permissions which are subdivided into detail levels of permission are identified by a "D" to the right of the function name. For example, both Personnel and Payroll Table Maintenance display a "D" meaning that a given profile may have permission to review and/or update certain tables, but have no access to other tables. |
| Administrator | If the security profile is that of a System Administrator, the Permissions profile must also include entries on the Administrator Permissions template. |

Throughout the security permission templates, three codes are used to designate the level of permission for a given function: Blank = No Access, R = Review and U = Update.

- Blank User may not view any part of the function.
- Review User may view all portions of the function, but may not change any data.
- Update User may view all portions of the function and update data.

In addition, the code "X" is used to assign individual authority at a template level within a selected functional area. The "X" may be entered for only those functions designated by "D." Detail permission means the individual may view and/or update specific items within the function.

The next few pages illustrate an example security profile. This illustration is provided to further clarify the major three types of templates that may compose a Security Profile.

COMMAND: _____

NPPS SECURITY

NPO1100

ADMINISTRATOR PERMISSIONS - SECURADM

NPPS USERID: NPSNEW__

FUNCTION: R

NAME: KATE JOHNSON

SSN: 444 44 4444

PAYROLL

PERSONNEL

APPLICATIONS

U

-

-

FUNCTIONS:

C= CHANGE

R= REVIEW

L= LIST(ADMINISTRATOR ONLY)

PERMISSIONS:

U= UPDATE

R= REVIEW

BLANK= NO ACCESS

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF12= END

Security Administrator Permissions (SECURADM)

On the Security Administrator Permissions (SECURADM) template, the code "U" (Update) in one or more of the three categories of administrator (payroll, personnel, and applications) identifies this profile as a Security Administrator. This means that the individual may add or update other profiles within the same center as the administrator himself. The code "R" (Review) means that the individual may review, but not add or update profiles for other individuals within the same center. If all three categories are left blank when the profile is added, the individual will not be able to update any profiles and he/she will only be able to view his/her own profile. After the profile is added, this template will only be displayed if it has not been left blank, i.e., if one or more of the categories contains a "U" (Update) or "R" (Review).

To see all NPPS user-ids, enter code L. The user must have administrator status to view this list.

```

COMMAND: _____ NPPS SECURITY
NP01110 SECURITY PROFILES-SECURLIST
-----
SSN      NAME      USERID      PAYROLL      PERSONNEL      APPLICATIONS
111-11-1111 DAVE      DAVID              Y              Y              Y
222-22-2222 DAVID      NPS1090            Y              Y              Y
333-33-3333 SAM JONES  SAM              Y
444-44-4444 TOM WILSON TOM
-----
PF1= HELP      PF3= PREV SCREEN  PF4= SECURFUN      PF5= MAIN MENU
PF7= BACKWARD  PF8= FORWARD      PF12= END

```

Password List

```

COMMAND: _____ NPPS SECURITY
NP01300 FUNCTIONAL SECURITY PERMISSIONS - SECURFUN
-----
NPPS PASSWORD: _____ FUNCTION: R NAME: _____ SSN: _____
--- PAYROLL --- LEVEL --- PERSONNEL --- LEVEL --- APPLICATIONS --- LEVEL ---
PAYBLOCK ACCESS      PERSONNEL ACTIONS      U D      HELP MAINTENANCE      U
                        PLANNING ACTIONS      U      RELATIONAL TABLES      U D
Y Y Y Y Y Y Y Y Y      MATURE PROCESS      U      PAYROLL CONTROLS      U
1 2 3 4 5 6 7 8 9 10  SF-50 PROCESS      U      PERSONNEL CONTROLS      U
(BLANK = NONE, Y = YES) TABLES MAINTENANCE  U D      NPPS COMMAND MAINT      U
                        ACI PROCESS      U      EXTERNAL COMMANDS      U D
TIME AND ATTENDANCE  U D      MASS ACTIONS      X D      BATCH JOB MAINT      U
MASTER EMPLOYEE REC  U D      SERVICE RECORD      U      BATCH JOB SCHEDULE      7
VOUCHERING      U      PERSONNEL HISTORY      U      BATCH JOB CATEGORY      3
TABLES MAINTENANCE  U D                        INSTALLATION TABLE      U
CASH AWARDS      U D                        SUBMIT STARTUP      7
                        SF52 DATA ACCESS      Y D
                        ERROR BYPASS      U

FUNCTIONS:  C= CHANGE      R= REVIEW
PERMISSIONS: U= UPDATE      R= REVIEW      X= DETAIL      BLANK= NO ACCESS
PF1= HELP  PF3= PREV SCREEN  PF4= SELECT DETAIL  PF5= MAIN MENU  PF12= END

```

Functional Security Permissions (SECURFUN)

All profiles must have one or more entries on the Functional Security Permissions (SECURFUN) template. The functions are divided into three categories: payroll, personnel, and applications. Typically, payroll clerks will have permission to access functions in only the payroll column and personnel clerks will have permission to access functions in only the personnel column. Supervisors will typically have permission to access functions in two or more columns.

Payroll functions include 10 payblocks and 5 major functions of which 4 possess detail levels of permission. Access to a payblock is indicated by "Y" for yes; blank means no access. Global access to one or more of the 5 major functions is indicated by "U" (Update) or "R" (Review) code in the corresponding blank. Detail level access may be defined by entering "X" in the corresponding blank. For more information on detail levels of permission, refer to the procedures for "Steps to Add a New Profile" in the latter part of this section.

There are 9 personnel functions. Global access to one or more of the 9 major functions is indicated by "U" (Update) or "R" (Review) code in the corresponding blank. Three of the 9 major functions have accompanying detail levels of permission. Detail level access may be defined by entering "X" in the corresponding blank. For more information on detail levels of permission, refer to the procedures for "Steps to Add a New Profile" in the latter part of this section.

There are 13 application functions. Each will be explained individually as they are unique to the NPPS application and therefore assumed to be unfamiliar to even the most experienced personnel or payroll professional.

APPLICATION FUNCTIONS

FUNCTION	EXPLANATION
Help Maintenance	<p>This function enables authorized individuals at your installation to customize the help screens.</p> <p>The code "U" Update enables the individuals with this profile to add and update help screens. Since all individuals may view the accompanying help screens for all menus and templates which they are allowed to access, the "R" (Review) for review is not necessary and this function may be left blank unless update capability is required.</p>
Relational Tables	<p>Relational Tables Update enables authorized individuals to establish special edit parameters for personnel.</p> <p>Global access to this function is indicated by "U" (Update) or "R" (Review) code. This enables the individual to update or review all the Relational Edit Tables. Detail level access to specific tables may be defined by entering X in the corresponding blank. This enables the individuals to update and/or review only selected tables. For more information on detail levels of permission, refer to the procedures for "Steps to Add a New Profile" in the latter part of this section.</p>
Payroll Controls	<p>This function enables authorized individuals to update the payroll control data such as Personnel Mature Lock, Default Payblock for Accessions, and other information used in determining how and when to perform certain payroll processing.</p> <p>The code "U" (Update) enables the individual to update the information contained in this record. The code "R" (Review) enables the individual to review, but not change this information.</p>

FUNCTION	EXPLANATION
Personnel Controls	<p>This function enables authorized individuals to update the personnel data such as Human Resources Office ID, Mail Code and Organization, as well as other information used in determining report cut-off dates, trigger periodic reports, and trigger on-request reports.</p> <p>The code "U" (Update) enables the individual to update the information contained in this record. The code "R" (Review) enables the individual to review, but not change this information.</p>
NPPS Command	<p>This function enables authorized individuals to define new Maintenance commands or template IDs for use within the NPPS application.</p> <p>The code "U" (Update) enables the individual to update the information contained in this record. The code "R" (Review) enables the individual to review, but not change this information.</p> <p>In order to access this function, "U" (Update) or "R" (Review) must be entered in the Maintenance Utilities function.</p>
External Commands	<p>This function enables authorized individuals to define new commands for use with installation-unique user interface systems.</p> <p>Global access to this function is indicated by "U" (Update) or "R" (Review) code. This enables the individual to update or review all the External Commands. Detail level access may be defined by entering X in the corresponding blank. This enables the individuals to update and/or review only selected External Commands. For more information on detail levels of permission, refer to the procedures for "Steps to Add a New Profile" in the latter part of this section.</p> <p>In order to access this function, "U" (Update) or "R" (Review) must be entered in the Maintenance Utilities function.</p>
Batch Maintenance	<p>This function enables authorized individuals to create new batch jobs and update existing batch jobs.</p> <p>Access to this function is indicated by "U" (Update) or "R" (Review) code. This enables the individual to update or review all the functions which compose Batch Job Maintenance.</p> <p>In order to access this function, "U" (Update) or "R" (Review) must be entered in the Maintenance Utilities function.</p>

FUNCTION	EXPLANATION
Batch Job Schedule	<p>This function enables an authorized individual to schedule and evaluate the status of batch jobs. Access to this function is indicated by an "R" or the numbers 1 - 7. The "R" permission enables an authorized individual to view the list of batch jobs and the status of scheduled jobs, but not actually schedule a job. A numeric code will allow the user to schedule a job and alter the status of a scheduled job. The description of each numeric code is as follows.</p> <p>Code 1 Schedule Payroll jobs only Code 2 Schedule Personnel jobs only Code 3 Schedule Other jobs only Code 4 Schedule Payroll and Personnel jobs Code 5 Schedule Payroll and Other jobs Code 6 Schedule Personnel and Other jobs Code 7 Schedule any job R Review all jobs Blank No access</p>
Batch Job Category	<p>This function defines the type of batch jobs an individual may schedule, providing the individual has update (U) authority for Batch Job Schedule.</p> <p>There are three codes which represent the three batch job categories: 1 = Schedule process jobs only, 2 = schedule report jobs only, and 3 = schedule both process and report jobs.</p>
Installation Table	<p>This function enables authorized individuals to update the information for his/her own installation, such as installation name and location, NEBA check name and location, Federal Reserve Bank Name and location, and TSP contact name and phone number.</p> <p>Access to this function is indicated by "U" (Update) or "R" (Review) code. This enables the individual to update or review all the information regarding his/her installation.</p>

FUNCTION	EXPLANATION
Submit Startup	<p>This enables an authorized individual to pass the startup job to the Job Entry Subsystem (JES) for execution. This job checks the Batch Job Scheduler for jobs waiting to be executed and passes them one by one to JES. Startup will only pass jobs to JES that match the user's submit startup code. The description of the startup codes is as follows.</p> <p>Code 1 Startup Payroll jobs only Code 2 Startup Personnel jobs only Code 3 Startup Other jobs only Code 4 Startup Payroll and Personnel jobs Code 5 Startup Payroll and Other jobs Code 6 Startup Personnel and Other jobs Code 7 Startup any job Blank No access</p>
SF52 Data Access	<p>This option is only available for those who have first been given access to Update or Review SF52 Personnel Action Processing (PERACT52). This access is granted through Personnel Actions Detailed Permission Level (SECURFUN).</p> <p>This function limits an authorized individual's access to SF52 Personnel Data based on Organization: Assigned or Organization: Located.</p> <p>"Blank" indicates there is no limitation and all SF52 Personnel Action Data can be accessed.</p> <p>A code of "Y" is used to limit access to data to those Organization Codes listed on SF52 Data Access Detailed Permission Level screen</p>
Error Bypass	<p>This function enables an authorized individual to bypass the single and relational edits checks which are built into the personnel actions processing. This means that an action may be placed on the suspense file, and even matured, without passing the edit checks.</p> <p>The only (non-blank) code for this function is "U" (Update) which authorizes an individual to bypass the built-in edit checks while processing a personnel action.</p>

The following screen represents a Detail Level Permissions template. This level is composed of 11 templates, each representing 1 of the 11 functional security items followed by "D" on the Functional Security Permissions template. A profile will have one or more entries on these templates if one or more of the functional security items is marked with "X." Typically, a single profile will have detailed level permissions for only one or two functional security items depending on the job requirements.

```

* EXAMPLE SECURITY CHANGED. RETURN TO MAIN MENU TO INITIALIZE

COMMAND: _____      NPPS SECURITY
NPO1320                  DETAIL LEVEL PERMISSIONS - SECURTAB
-----
NPPS USERID:      NPSNEW      FUNCTION: R      NAME: KATE JOHNSON      SSN: 300 33 44
PAYCORE   U   PAYLOCAL   U   PAYTAB   R   TBOND   R   TCASE   R   TCFC   U
TEIC      U   TEMPRID   U   TFIN      U   THAZARD   U   THOLIDAY   R
TICBCAT   U   TLIFE     U   TLIMIT   U   TMAX      U   TMILINT   U   TNEBA   U
TNEBATRV  U   TPREM     U   TRETIR   R   TSEA      U   TSTATE   U   TTAX    U
TUNION    U
-
-
-
-
-
-
-
-----
FUNCTIONS:      C= CHANGE      R= REVIEW
PERMISSIONS:    R= REVIEW      U= UPDATE      BLANK= NO ACCESS
PF1= HELP      PF3= PREV SCREEN      PF7= BACKWARD      PF8= FORWARD      PF12= END

```

Detail Level Permissions (SECURTAB)

This specific Detail Level Permissions (SECURTAB) template is for the Payroll Tables Maintenance function. It lists the 24 individual payroll tables by their abbreviated title. To the right of each abbreviated table name is a blank which is used to indicate the access authority for that particular table. Table names followed by "U" (Update) may be viewed and the data they contain may be updated. Table names followed by "R" may be viewed only. Table names followed by a blank may not be viewed. All detail level permissions are granted in the same manner. For more information on detail levels of permission, refer to the procedures for "Steps to Add a New Profile" in the latter part of this section.

Steps to Review a Profile

1. At Security Maintenance, type the user-id of the profile to be reviewed.
1. Type **R** in the Function space.
3. Press **ENTER** to view the name, SSN, and installation of the profile.
4. Press **ENTER** to proceed to the Security Administrator Permissions template if you are reviewing the profile of a Security Administrator. If you are not reviewing the profile of a Security Administrator, you will proceed directly to the Functional Security Permissions template.

5. Place your cursor on any entry to the left of a "D" and press **PF4** (Select Detail) to view the detail level permission for the specified function.
6. Press **PF5** (Main Menu) to return to the Security Maintenance template.

Steps to Add a New Profile

1. At Security Maintenance, type the user-id, name, and SSN of the new profile.
2. Type A in the Function space and press **ENTER** to begin the Add process.
3. Type the temporary password (twice for verification) to be assigned to the user and press **ENTER** to begin the Add process.
4. Press **ENTER** again to proceed to the Security Administrator Permissions template.
5. Enter the permission levels required on the Security Administrator Permissions template and press **ENTER** to proceed to the Functional Security Permissions template.
6. Enter the permission levels required on the Functional Security Permissions template by entering U for update capability, R for review only capability, and "blank" for no access.

The functions which are followed by "D" have detail level authorizations. For example, both personnel and payroll tables maintenance functions have detail level authorizations; an individual may be allowed to update some tables, view others, and may not have any access at all to the remaining tables. If an individual is given global authority at the functional level for an item with detail level authorizations, this individual will have the same permission for all the detail level authorizations ("U" for update in the functional level space for personnel or payroll tables maintenance means that the individual using this profile may update all the tables).

To assign detail level authorizations for a given function enter X in the space to the right of the function and press **ENTER**. The cursor will move to the next line automatically.

Return the cursor to the "D" for the function and press **PF4** to view the detail level authorizations. Continue to define the profile by placing U or R in the appropriate detail authorizations fields and leave the remainder of the fields blank.

7. To grant update authorization for one or more payblocks, enter Y in the payblocks of your choice (NPPS will not accept "U" or "R" for these functions).
8. Batch Job Category refers to the authorization for scheduling various jobs. A "1" indicates the individual using this profile may schedule process batch

jobs only. A "2" indicates authorization to schedule report batch jobs only, and a "3" indicates authorization to schedule both process and report batch jobs.

9. Press **ENTER** to complete the add process for the new profile. You will receive a message confirming your successful addition of this profile. Press **PF3** (Previous Screen) to view the Functional Security Permissions for the new profile.
10. Press **PF5** (Main Menu) to return to the Security Maintenance template.

Note: The steps to changing an existing profile are almost identical to adding a new profile. The Function changes to "C," and you need only make changes on the selected templates.

Steps to Copy a Profile

1. At Security Maintenance, press **PF9** (Copy Security) to proceed to the Security Copy template.
2. Type the user-id of the original profile and the user-id, name, and SSN of the user to receive the second and identical profile and press **ENTER**.
3. Type the temporary password (twice for verification) to be assigned to the user.
4. Press **ENTER** to complete the process of copying a profile. You will then see a message which confirms you have successfully completed the profile copy process.
5. Press **PF5** (Main Menu) to return to the Security Maintenance template.

Steps to Delete a Profile

1. At Security Maintenance, type the user-id of the profile to be deleted.
2. Type D in the Function space.
3. Press **ENTER** to view the name and SSN for the profile to be deleted.
4. Press **ENTER** again to view a message asking you to confirm your request to delete this profile by pressing **PF11**.
5. Press **PF11** and view a message which confirms the profile has been deleted.

Steps to Define Data Access Restrictions

Data access restrictions are only in effect during SF52 Personnel Action processing. Authorization to access an employee's personnel record is determined by Organization: Assigned or Organization: Located listed on SF52 Data Access Restrictions screen.

- 1. At the Functional Security Permissions template, enter a **Y** for SF52 Data Access located under the Applications column.
- 2. Press **PF4** to set the detail level authorizations (refer to the following screen). Three levels of restrictions may be defined.

Specific/Level - Only personnel records with organization codes or levels matching the codes entered at this level may be accessed. Up to 10 individual organization codes/levels may be listed. When specifying levels, up to five organization levels may be listed; however, each lower level organization code must be preceded by its corresponding higher level organization code.

Range - Only personnel records with organization codes falling alphabetically between the codes entered at this level may be accessed. Both the "to" and "from" organization codes must be listed.

- 3. To remove restrictions, enter a "blank" for SF52 Data Access.

COMMAND: _____

NPPS SECURITY

NPO1330

SF 52 DATA ACCESS RESTRICTIONS

NPPS USERID :

FUNCTION: _

NAME:

SSN:

ACCESS PERMISSIONS

ORGANIZATION ASSIGNED CODES

SPECIFIC/LEVEL

RANGE

ACCESS PERMISSIONS

ORGANIZATION LOCATED CODES

SPECIFIC/LEVEL

RANGE

FUNCTIONS: C= CHANGE

R= REVIEW

PF1= HELP

PF3= PREV SCREEN

PF12= END

SF 52 Data Access Restrictions

4.3.1.2 Command and Relational Table Maintenance Menu

```

COMMAND: _____      N P P S
NPO2000      MAINTENANCE  UTILITIES  --MAINTUTL
-----

ENTER ONE OF THE FOLLOWING SELECTIONS:

1 - COMMAND TABLE
2 - BATCH JOB MAINTENANCE
3 - RELATIONAL TABLES

SELECTION  _

-----
PF1=  HELP          PF5=  MAIN MENU      PF12=  END

```

Maintenance Utilities (MAINTUTL)

DESCRIPTION AND EXECUTION

The Maintenance Utilities (MAINTUTL) menu enables you to select command table maintenance, batch job maintenance, or relational tables maintenance, as illustrated in Figure 4.3.1.2-1, Utilities. The Batch Job Maintenance option is not described in this section, since it is fully explained in Section 5.0.

- 1 Command Table: Enables authorized individuals to define new commands or template ID.
- 3 Relational Tables: Enables authorized individuals to establish special edit parameters for personnel.

Steps to Reach Maintenance Utilities

1. At the Main menu, select **3** - Application Administration.
2. At the Applications Administration Menu, select **2** - Maintenance Utilities.

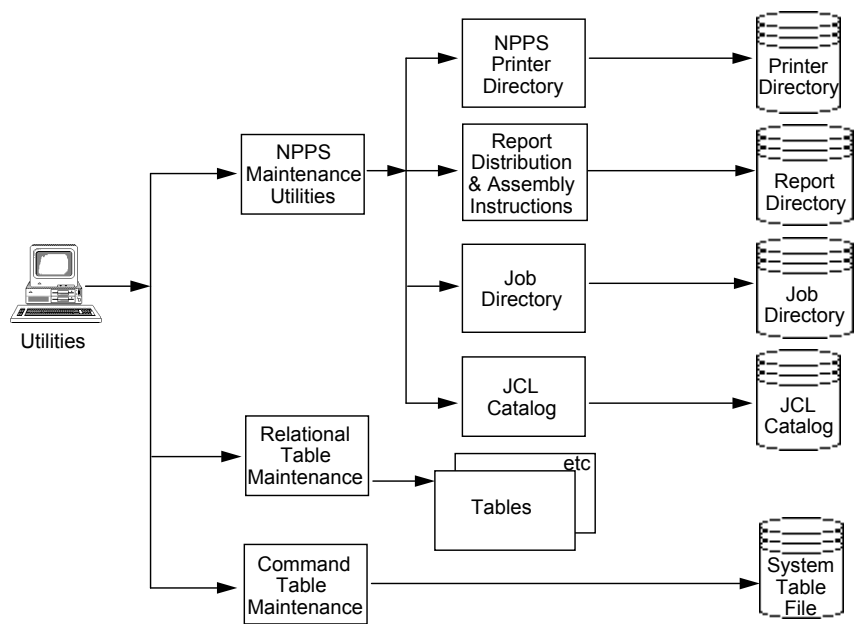


Figure 4.3.1.2-1 Utilities

4.3.1.2.1 Command Table

COMMAND: _____

NPPS

NPO2100

COMMAND TABLE UPDATE - CMDTBL

FUNCTION: _

TEMPLATE: _____

SUB-SYSTEM: _

AA - ADMINISTRATION

PA - PAYROLL

PE - PERSONNEL

EX - EXTERNAL SYSTEM

SC - SYSTEM COMMAND

PROCESSOR: _____

DESC: _____

INDEX:

COMMAND LINE PROCESSING ALLOWED? (Y/N) _

LOCAL TABLE (Y/N) _

FUNCTIONS: A= ADD B= BROWSE C= CHANGE D= DELETE N= NEXT R= RETRIEVE

PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END

Command Table Update (CMDTBL)

DESCRIPTION AND EXECUTION

The Command Table Update (CMDTBL) template enables authorized individuals to view and update the command entries or template IDs. You may add a new command, browse through a list of commands, change an existing command, delete an existing command, view the next command in the table, or retrieve the command of your choice. The functions available for command maintenance are also available for template ID Maintenance.

You may not change the template (name), subsystem, or index once a template ID or command has been added. However, you may update the other input fields as desired. If you want to change a template (name) or subsystem, you must first delete the existing template ID or command and then add the "updated" template (name) as a new template ID or command.

Steps to Reach Command Table Update

- At the Main menu, select **3** - Application Administration.
- At the Applications Administration Menu, select **2** - Maintenance Utilities.
- At the Maintenance Utilities Menu, select **1** - Command Table.

Steps to Maintain a Command or Template ID

1. Enter the required function: **A**=Add, **B**=Browse, **C**=Change, **D**=Delete, **N**=Next, or **R**=Retrieve.
2. Enter the Template as the name of the command or template ID to be maintained.
3. To identify the subsystem to which the template belongs, enter one of the following abbreviations: **AA** - Administration, **PA** - Payroll, **PE** - Personnel, **EX** - External System, or **SC** - System Command.
4. Enter the Processor as the object module the command processor will execute when that template (command) is entered in the command line.
5. Enter the Description of the processor.
6. In the Command Line Processing Allowed space, enter **Y** to allow command line processing for this template; enter **N** not to allow command line processing.
7. If the command or Template ID is used to initiate a table maintenance process, enter **Y** in the Local Table space if the table this command/template ID will process is local; enter **N** if the table is core.

Note: Index refers to the system-generated number for the security of this template.

4.3.1.2.2 Relational Tables

* END OF DATA (TO REPEAT LIST, HIT ENTER)

COMMAND: _____

NPPS

NPO2500

RELATIONAL EDIT TABLES MENU - RELTAB

SEL	OPM EDIT	SEL	OPM EDIT	SEL	OPM EDIT	SEL	OPM EDIT
-	RAPPENDG	-	RAPPENDI	-	RAPPENDJ	-	RAPPENDR
-	RAPPENDU	-	RDCK	-	RDDE	-	RELTAB
-	REX2	-	RGRQ	-	RLWA	-	RNOO
-	RPPL	-	RPPO	-	RPSH	-	RPSI
-	RPSK	-	RREQFLD	-	RSLQ	-	RSLS
-	RSML	-	RSPC	-	RSPD	-	RSPE
-	RSPHPPLN	-	RSPHPRAT	-	RSPL	-	RSPN
-	RSRA	-	RSRV	-	RSRW	-	RSRX
-	RSTK	-	RSUB	-	RTNK		

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF12= END

Relational Edits Table Menu - RELTAB

DESCRIPTION AND EXECUTION

The Relational Edits Table Menu (RELTAB) enables an authorized individual to select a relational table to be edited. This screen displays a list of the Table IDs for all relational edit tables. To view or maintain one of these tables, enter a **X** next to the desired table ID and press **ENTER**. You will then proceed to a view of the first entry for the table you specified.

The view of the specified table will look different depending on the table chosen. If you choose RAPPENDG, RAPPENDI, RAPPENDJ, RAPPENDR, RAPPENDU, RDDE, REX2, RLWA, RNOO, RPPO, RPSH, RPSI, RREQFLD, RSLQ, RSLS, RSPC, RSPD, RSPE, RSPHPPLN, RSPHPRAT, RSPL, RSRA, RSRV, RSRW, RSRX, RSTK or RSUB from the RELTAB menu, the view will look similar to the APPENDIX G (RAPPENDG) table shown.

COMMAND: _____

NPPS

NPO2427

APPENDIX G - RAPPENDG

FUNCTION: R

NCC: 10000

OCC CODE: _____

OPM EDIT CODE: NSD

FUNCTIONS:

A= ADD

B= BROWSE

D= DELETE

N= NEXT

R= RETRIEVE

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF12= END

Appendix G - RAPPENDG

If you choose RDCK, RGRQ, RPPL, RPSK, RSML, RSPN, or RTNK from the RELTAB menu, the view will look similar to the two versions of the Relational Edit - RPSK table shown below. The first view represents the TRIGGER portion of the edit. The Trigger is the value of a specific field which initiates a check for an acceptable Edit Value in another field. The second view represents the EDIT VALUE portion of the edit. PF9 is used to toggle between the two views. All possible values that can trigger the edit are entered using the Trigger view. All valid values based on the trigger value are entered using the Edit Value view. The text of the edit displayed on both views is derived from table TOPMMMSG. The Change function is not allowed on these edits. You can only Add or Delete entries.

COMMAND: _____

NPPS

NPO2501

RELATIONAL EDIT - RPSK

FUNCTION: R

TRIGGER

THE POSITION: OCCUPIED MUST BE 3 OR 4 WHEN THE NOAC IS 142\$\$, 143\$\$, 145\$\$, 146\$\$, 147\$\$, 148\$\$, 149\$\$, 542\$\$, 543\$\$, 546\$\$, 548\$\$ OR 549\$\$. (APR '96)

NOAC

142__

FUNCTIONS:

A= ADD

B= BROWSE

D= DELETE

N= NEXT

R= RETRIEVE

PF1= HELP

PF3= PREV SCREEN

PF5= MAIN MENU

PF9= EDIT VALUE

PF12= END

Relations Edit - RPSK (TRIGGER)


```

COMMAND: _____ NPPS
NPO2501 RELATIONAL EDIT - RPSK
-----
FUNCTION: R EDIT VALUE

THE POSITION: OCCUPIED MUST BE 3 OR 4 WHEN THE NOAC IS 142$$, 143$$, 145$$,
146$$, 147$$, 148$$, 149$$, 542$$, 543$$, 546$$, 548$$ OR 549$$

POSOC 3

-----
FUNCTIONS: A= ADD B= BROWSE D= DELETE N= NEXT R= RETRIEVE
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF9= TRIGGER PF12= END

```

Relations Edit - RPSK (EDIT VALUE)

While viewing the specified table, you may select to add a new entry, browse a list of entries, change an existing entry (unless otherwise specified), delete an existing entry, view the next entry in the table, or retrieve (jump to) the entry of your choice. Enter the letter representing your choice of functions in the Function blank.

Steps to Reach Relational Tables

1. At the Main Menu, select **3** - Application Administration.
2. At the Applications Administration Menu, select **2** - Maintenance Utilities.
3. At the Maintenance Utilities Menu, select **3** - Relational Tables.

4.3.1.3 Processing Controls Menu

```
COMMAND: _____ N P P S
NPO3000 PROCESSING CONTROLS --PROCNTL
-----
ENTER ONE OF THE FOLLOWING SELECTIONS:

1 - PAYROLL PROCESSING CONTROL
2 - PERSONNEL PROCESSING CONTROL
3 - INSTALLATION TABLE

SELECTION _

-----
PF1= HELP PF5= MAIN MENU PF12= END
```

Processing Controls (PROCNTL)

DESCRIPTION AND EXECUTION

The Processing Controls (PROCNTL) menu allows you to select one of the three options described below.

- 1 Payroll Processing Control: View or update the Payroll Controls Table
- 2 Personnel Processing Control: View or update the Personnel Controls Table
- 3 Installation Table: View or update the Installation Code Table

Steps to Reach Processing Controls

1. At the Main Menu, select **3** - Application Administration.
2. At the Application Administration Menu, select **3** - Processing Controls.

4.3.1.3.1 Payroll Processing Control

COMMAND: _____NPPS

NPO3100PAYROLL PROCESSING CONTROL - CTLPAY

FUNCTION: _____

MANUALLY CONTROLLED

PRIOR LEAVE YEAR ENDING DATE _____

MATURE LOCK (Y/N) _____NEBA YEAR _____PARTIAL/FURLOUGH (Y/) _____

DEFAULT PAYBLOCK FOR ACCESSIONS _____TALC INSTALLED (Y/) _____

TAEDIT SCROLL SEQUENCE _____(1=PAYBLOCK & SSN 2=PAYBLOCK & NAME 3=SSN 4=NAME)

//////////AUTOMATICALLY UPDATED WITH OVERRIDE//////////

PAYROLL TABLE LOCK (Y/) _____TSP EFFDATE _____

TSP TAPE SEQ _____TAX QUARTER _____

PAY PERIOD _____CURRENT LEAVE PERIOD _____

CURRENT PP BEGINNING DATE _____MONTH TO DATE (Y/N) _____

CURRENT PP ENDING DATE _____NUMBER OF LEAVE PERIODS THIS YEAR _____

FEGLI YR _____PAYROLL DATA LOCK (Y/) _____

FUNCTIONS: A= ADDC= CHANGED= DELETER= RETRIEVE

PF1= HELPPF3= PREV SCREENPF5= MAIN MENUPF12= END

Payroll Processing Control (CTLPAY)

DESCRIPTION AND EXECUTION

The Payroll Processing Control (CTLPAY) template is used to display and update payroll control data defined in the Payroll Control Table. NPPS uses this data to determine if certain processing, such as quarterly processing, should be performed. This information is also used to obtain the pay period date for reports and other processing, and to determine if special or periodic processing is required. The Control Data Table Record must be changed to accommodate the type of processing to be performed.

Steps to Reach Payroll Processing Controls

- At the Main Menu, select **3** - Application Administration.
- At the Application Administration Menu, select **3** - Processing Controls.
- At the Processing Controls Menu, select **1** - Payroll Processing Control.

While viewing the Payroll Processing Control template, you may add new data, change existing data, delete existing data, or retrieve the data. Enter the letter representing your choice of functions in the function blank.

DESCRIPTION OF USER INPUTS FOR PAYROLL PROCESSING CONTROL**MANUALLY CONTROLLED VALUES:**

USER INPUTS	DESCRIPTION
Default Payblock for Accessions	Enter the payblock number that NPPS will automatically assign to an accession (NOAC 1** or ***A) at the time that it is matured. This assignment may be changed later by payroll professional.
TALC Installed	Enter a Y to indicate that the Time, Attendance, and Labor Collection/Labor Distribution System (TALC/LD) has been installed. This will tell NPPS to create TALC notifications of NPPS actions. The TALC/LD System is not used at this time.
T&A Scroll Option	Enter 1, 2, 3, or 4 to determine the scrolling order TAEDIT online will use.

VALUES TO BE AUTOMATICALLY UPDATED IN BATCH:

USER INPUTS	DESCRIPTION
Prior Leave Year Ending Date	Enter pay period ending date of the last leave period of the prior leave year. This field is printed on the SF 1150 (Core Report 409).
Payroll Table Lock (Y/)	Enter Y to stop table changes after the initial pay computation processing (i.e., lock out online processing).
TSP Effdate	The date to be used for TSP validation, TSP BP Tape, and the TSP Journal Voucher. Date is the current PP Ending Date plus 10 days.
TSP Tape Seq	Sequence number which is increased by an increment of one each pay period during the production of the TSP tape.
Tax Quarter	Calendar year quarter (blank, 1 - 4); will be blank until the last full pay period of the quarter, then it is set to a number which indicates NPPS should generate the quarterly reports produced in the current pay period.
Pay Period	Pay period number (1-27).
Current Leave Period	Leave period number (1-27).
Current PP Beginning Date	Pay period start date (always a Sunday).
Month-to-Date (Y/N)	Indicate "Month-end" with Y and "Not Month-end" (i.e., off-month) with N .
Current PP Ending Date	Thirteen days from the above PP starting date (always a Saturday).
Number of Leave Periods	Number of leave periods in the current year (26 or 27).
FEGLI Year	The year to be used for FEGLI Age Group calculation.
NEBA Year	Enter the date to be used in NEBA calculation.
Payroll Data Lock	Enter Y to stop master file updates after the final reports process has begun (i.e., lock out online processing and Payroll Mature).
Mature Lock (Y/N)	Enter Y to stop online personnel mature processing before the pay is computed.
CPO Center	CPO User Enters 'Y' or 'N' using 'C' Change Function, Mature Lock generates a 'window' listing all NASA Centers. The Mature Lock, when set, is independent of each Center.

```

COMMAND: _____ NPPS
NPO3100          PAYROLL PROCESSING CONTROL - CTLPAY
-----
FUNCTION:  _
                MANUALLY CONTROLLED

PRIOR LEAVE YEAR ENDING DATE _____
MATURE LOCK (Y/N)  _      NEBA YEAR  _      PARTIAL/FURLOUGH (Y/ )  _
DEFAULT PAYBLOCK FOR ACCESSIONS  _      TALC INSTALLED (Y/ )  _
TAEDIT SCROLL SEQUENCE  _      (1=PAYBLOCK & SSN 2=PAYBLOCK & NAME 3=SSN 4=NAME)

////////// AUTOMATICALLY UPDATED WITH OVERRIDE //////////

PAYROLL TABLE LOCK (Y/ )  _      TSP EFFDATE  _____
TSP TAPE SEQ  _____      TAX QUARTER  _
PAY PERIOD  _____      CURRENT LEAVE PERIOD  _
CURRENT PP BEGINNING DATE  _____      MONTH TO DATE (Y/N)  _
CURRENT PP ENDING  DATE  _____      NUMBER OF LEAVE PERIODS THIS YEAR  _
FEGLI YR  _____      PAYROLL DATA LOCK (Y/ )  _
-----
FUNCTIONS:      A= ADD      C= CHANGE      D= DELETE      R= RETRIEVE
PF1= HELP      PF3= PREV SCREEN      PF5= MAIN MENU      PF12= END

```

Payroll Processing Control - CTLPAY

4.3.1.3.2 Personnel Processing Control

COMMAND: _____		NPPS	
NPO3200		PERSONNEL PROCESSING CONTROL - CTLPER	

FUNCTION: _			
OFFICE ID _____		REPORT 150,151	
MAIL CODE _____		REPORT 250,251,254,369,372	
CONTACT _____		REPORT 250,251,254,369,373	
ORG HIERARCHICAL STRUCTURE _____		REPORT 150	
TSP ENROLLMENT DATE (MM DD YY) _ _ _		REPORT 254	
SIGNATURE CODES: APPROVING OFFICIAL _		REPORT 151	
TSP SEASON INDICATOR _		EDITING	
MATURE RUNNING (Y/N) _		INPUT CONTROL	
POSITION'S _____		SF 50/52	
ORG LOCATION _____		PERFORMANCE DATE CODE _	
		TOA LIMIT (YEARS)	

FUNCTIONS: A= ADD C= CHANGE D= DELETE R= RETRIEVE			
PF1= HELP PF3= PREV SCREEN PF5= MAIN MENU PF12= END			

Personnel Processing Control (CTLPER)

DESCRIPTION AND EXECUTION

The Personnel Processing Control (CTLPER) template is used to display and update personnel control data defined in the Personnel Control Table. This data is used by NPPS to determine report cut-off dates, trigger periodic reports, and trigger on-request reports. The Control Data Table Record must be changed to accommodate the type of processing to be performed.

Steps to Reach Personnel Processing Control

1. At the Main Menu, select **3** - Application Administration.
2. At the Application Administration Menu, select **3** - Processing Controls.
3. At the Processing Controls Menu, select **2** - Personnel Processing Control.

While viewing the Personnel Processing Control, you may add new data, change existing data, delete existing data, or retrieve the data of your choice. Enter the letter representing your choice of functions in the function blank.

DESCRIPTION OF USER INPUTS FOR PERSONNEL PROCESSING CONTROL

USER INPUTS	DESCRIPTION
Office ID	Enter the OPM designated number to print on Core Reports 150 (block 48), 151, and Payroll Report 314.
Mail Code	Enter the Mail Code to print on Core Reports 250, 251, 254, 369, and 372
Contact	Enter the Human Resources contact to print on Core Reports 250, 251, 254, and 369.
ORG Hierarchical	Enter the default hierarchical structure for the organizations at your installation. NPPS uses this structure to locate organizational names for printing on SF 50s (For further explanation, refer to Section 4.1.5 under the subheading Interrelationships).
TSP Enrollment Date	TSP Enrollment Date to appear on Core Report 254. Used to determine TSP Eligibility Code for Employee Express Extract to OPM. Used to determine TSP Status Code when employee stops TSP contributions. Must be changed on the first day of Open Season, to be the first day of the first full pay-period in the enrollment month.
Signature Code	Enter the Signature Code that corresponds to the signature Approving Official to print on Core Report 151.
TSP Season Indicator	Indicates whether the TSP season is Open (O) or Closed (C). When the TSP Season is set to Closed, NPPS will only accept TSP Status Codes of Ineligible (I) or Terminated (T). You must change the indicator to Open (O) in order to hire employees with a TSP status of Yes (Y), No (N), or Eligible (E) without bypassing the edits.
Mature Control	<p>This code is program generated, but may be overridden. If you initiate a run of the mature process, NPPS checks this field to verify another mature process is not already running (i.e., this field will have a value of "N"). Then NPPS sets the field to "Y" and begins the mature process you requested.</p> <p>When the mature process is finished, NPPS resets this field to "N" so another mature process may be run at your option. Should NATURAL go down while a mature process is running, you may need to manually reset this field to "N" before you can restart the mature process.</p>

USER INPUTS	DESCRIPTION
Position's Org Location	Enter the name, city, and state where the organization is located as it is shown on the position description to print on the SF 50/52, blocks 14 and 22.
Performance Date Code	Enter a blank to bypass the automatic performance date calculation, a '1' for the EOD Date to be used in the calculation, or a '2' for the current performance evaluation effective date to be used.

Note: There is only one personnel processing control record per installation. This record is automatically retrieved when you move to the Personnel Processing Control template. You may change the record using the function code "C." You do not need to use the function code "R" for retrieve in order to view this record since all information in the record was entered when NPPS was installed at your site. It is unlikely, therefore, that you will add or delete this record.

4.3.1.3.3

```

COMMAND: _____ NPPS
NPO3300                INSTALLATION NAME - TINSTALL    1 OF 2
-----
FUNCTION:  _____ DUTY STATION: _____
INSTALLATION NAME/ADDRESS/CITY-STATE-ZIP    ADDITIONAL ADDRESS FOR SSA TAPE
_____  
_____  
_____
FEDERAL TAX W2 ID: _____

*--- FEDERAL RESERVE BANK ----- V O U C H E R ----- TSP CONTACT -----*
NAME/ADDR-1/ADDR-2/CITY-STATE-ZIP
_____  
_____  
_____  
_____  
_____
NAME: _____
PHONE: _____
LOC: _____

APPROPRIATION CODE: _____
BOND FEDERAL RESERVE BANK CITY: _____
PAYROLL OFFICE NO: _____ AGENCY CODE: _____
-----
FUNCTIONS:    A= ADD          C= CHANGE          D= DELETE          R= RETRIEVE
PF1= HELP    PF3= PREV SCREEN    PF5= MAIN MENU    PF7= BACKWARD
PF8= FORWARD    PF12= END

```

Installation Name - TINSTALL (Page 1)

```
COMMAND: _____ NPPS
NPO3300             INSTALLATION NAME - TINSTALL    2 OF 2
-----
FUNCTION: _

                                V O U C H E R
*----- NEBA CHECK -----*
```

DEFAULT NEBA CHAPTER	ALTERNATE NEBA CHAPTER (1)
NAME/ADDR-1/ADDR-2/CITY-STATE-ZIP	NAME/ADDR-1/ADDR-2/CITY-STATE-ZIP
_____	_____
_____	_____
_____	_____
_____	_____

```
-----
FUNCTIONS:      A= ADD          C= CHANGE        D= DELETE          R= RETRIEVE
PF1=  HELP      PF3= PREV SCREEN   PF5= MAIN MENU       PF7= BACKWARD
PF8= FORWARD    PF12= END
```

Installation Name - TINSTALL (Page 2)

DESCRIPTION AND EXECUTION

The Installation Name (TINSTALL) template is used to display and update the Installation Code Table. Each NASA installation represents one table entry.

Steps to Reach Installation Name

1. At the Main Menu, select **3** - Application Administration.
2. At the Application Administration Menu, select **3** - Processing Controls.
3. At the Processing Controls Menu, select **3** - Installation Table.

DESCRIPTION OF USER INPUTS FOR INSTALLATION NAME TABLE

In order to retrieve the data for your installation, enter the function code **R** and your installation code, then press **ENTER**. To change data for your installation, change the function code to **C** and type in your changes, then press **ENTER**.

Field Name	Description	Source
Installation Code	Code which identifies the installation	User
Installation Name	Name of the installation.	User
Installation Address	Address of the installation.	User
Installation Duty Station	Duty station code which will be used on certain reports.	User
Additional Address For SSA Tape	Additional address lines used to further identify the installation address when submitting the SSA tape during pay year-end processing.	User
Federal Tax W2 ID	ID assigned by the federal government to the installation; it is read from here and placed on every W-2 during pay year-end processing.	User
NEBA Check: Name Address	Name and address of the institution which receives the NEBA pay from the installation each pay period. Two sets are provided.	User
City-State-Zip	One for the Default NEBA Chapter and another for the Alternate NEBA Chapter.	User
Federal Reserve Bank: Name, Address, City-State-Zip	Name and address of the federal reserve bank which receives the tax pay from the installation each pay period.	User
Appropriation Code	Up to two other appropriation codes may be entered which may be used for other agencies (e.g., Army, when vouchering). These codes appear on the SF 1166 Voucher Schedule of Pay.	User
TSP Contact Name	Name of the installation TSP contact which appears on TSP tape.	User

Field Name	Description	Source
Phone	Phone number of the installation payroll contact which appears on TSP tape and EFT tape.	User
Location	Sixteen-digit number which represents the installation and appears only on TSP tape.	User
Agency Code	Four-digit number which will be assigned (as a default) for accessions.	User
Payroll Office Number	Eight-digit number which identifies the agency and appears on EFT tape and NET tape.	User
Bond Federal Reserve Bank City	Fifteen-digit number which identifies the Bond Federal Reserve Bank City for payroll Core Report 406	User

4.3.1.4 Help Maintenance

You may access the help facility by pressing **PF1** (Help) from any menu or template in the entire NPPS. For example, to access help while viewing the following Master Employee Record Data Entry Menu, press **PF1**.

```

COMMAND: _____ NPPS
NAO1000      MASTER EMPLOYEE RECORD DATA ENTRY MENU - MMER
-----

ENTER ONE OF THE FOLLOWING SELECTIONS: _

1 - MASTER SELECTION MER MENU
2 - EMPLOYEE LOCATION MENU
3 - CURRENT PP PAY ACTIONS MENU
4 - LEAVE HOURS ADJUSTMENTS MENU
5 - DOLLAR ACCUMULATIONS ADJUSTMENTS MENU
6 - MER CONTROLS AND QUERIES MENU
7 - PAYROLL SUSPENSE MAINTENANCE QUERY
8 - MASS AND GLOBAL TRANSACTIONS MENU
9 - START NEW EMPLOYEE ADD CHAIN

-----

PF1=  HELP      PF3= PREV SCREEN  PF5= MAIN MENU  PF12= END

```

Master Employee Record Data Entry Menu

You will then proceed to the first page of the help screen(s) that accompany this particular menu PF1 (refer to the following screens). The help screen(s) which accompany menus always describe the choices available from the menu. The help screen(s) that accompany templates provide an explanation of the function field and refer you to the data dictionary for information regarding other fields which appear on the template.

```

NSS0004                      NPPS
MODE: DISPLAY                HELP FACILITY

TEMPLATE ID: MMER           PAGE NUMBER: 1      FUNCTION: R
-----

USE:                          TO:

1 - Master Selection MER Menu   Access any of the MER Modules pertaining
                                to deductions, pay adjustments, leave
                                adjustments, YTD, query, miscellaneous,
                                suspend, and mass.

2-  Employee Location Menu      Display/update information pertaining to
                                distribution of pay-related data.

3 - Current PP Pay Actions Menu Process current pay period actions.

Screen 1 of 3
-----
FUNCTIONS:  A= ADD   C= CHANGE   D= DELETE   I= INSERT   R= RETRIEVE
PF1= TOP PF2= DISP/UPDT MODE PF3= END   PF4= DD PF7= BKWD PF8= FWD PF9= COPY

```

Help Facility for MMER (Page 1)

```

NSS0004                      NPPS
MODE: DISPLAY                HELP FACILITY

TEMPLATE ID: MMER           PAGE NUMBER: 2      FUNCTION: R
-----

USE:                          TO:

4 - Leave Hours Adjustments Menu   Update an employee's record to
                                reflect leave hours.

5 - Dollar Accumulations Adjustments Menu Change an employee's dollar
                                accumulation amounts.

6 - MER Controls and Queries Menu   Display an employee's payroll
                                information.

Screen 2 of 3
-----
FUNCTIONS:  A= ADD   C= CHANGE   D= DELETE   I= INSERT   R= RETRIEVE
PF1= TOP PF2= DISP/UPDT MODE PF3= END   PF4= DD PF7= BKWD PF8= FWD PF9= COPY

```

Help Facility for MMER (Page 2)

```

S0004                                NPPS
MODE: DISPLAY                        HELP FACILITY

TEMPLATE ID: MMER                    PAGE NUMBER: 3    FUNCTION: R
-----

USE:                                TO:

7 - Payroll Suspense Maintenance Query      Display suspended payroll
                                              information for an individual
                                              employee or group of employees.

8 - Mass and Global Transactions Menu        Access the option to perform mass
                                              changes on payroll information.

9 - Start New Employee Add Chain            View a list of new employees
                                              and initiate the add chain.

                                              Screen 3 of 3
-----
FUNCTIONS:  A= ADD   C= CHANGE   D= DELETE   I= INSERT   R= RETRIEVE
PF1= TOP PF2= DISP/UPDT MODE PF3= END  PF4= DD PF7= BKWD PF8= FWD PF9= COPY

```

Help Facility for MMER (Page 3)

Help Screen Conventions

Each help screen, or set of help screens, is unique because it describes the function of the menu or template it accompanies. However, all help screens share some common features and functions.

Title Line One (from left to right):

Mode	This field indicates whether the help facility is displaying the screen in the Display mode, or Update mode. While in the Display mode, the screen may be viewed, but its contents may not be changed. However, in the update mode, the contents of the screen you are viewing may be modified. When the help facility is first requested, NPPS always presents the help screen(s) requested in the Display mode.
NPPS Help Facility	This title appears at the top center of all help screens.

Title Line Two (from left to right):

Template ID	This field displays the abbreviated name of the menu or template the help screen accompanies. For example, the help screen which accompanies the Master Employee Record Data Entry Menu has the template ID of MMER.
Page Number	This number represents the page sequence within a set of help screens. When the help facility is first requested, NPPS displays the first screen in the set of screens (i.e., page 1).
Function	This field identifies the function you want to perform while viewing the help screen. While you are in the Display mode, the function will always be "R" for retrieve. You may change the function only after you have changed the mode to Update.

Bottom Line One (from left to right):

This line displays the five functions available while in the Update mode. While in the Display mode, NPPS requires the function to be "R" for retrieve.

A=Add	Allows you to add a new help screen. You may type in a new template ID and/or page number prior to the add process in order to produce an entirely new screen. This function allows you to expand the help facility to include assistance for requirements that are unique to your installation.
C=Change	Allows you to change the contents of the help screen you are viewing.
D=Delete	Allows you to delete an entire screen at the time you are viewing it. If the screen was part of a set of screens, the page number of any remaining subsequent screen will automatically be renumbered.
I=Insert	Allows you to insert a new page preceding the screen you are viewing. The newly inserted screen will have the same template ID and page number as the original screen you were viewing when the insert request was made. NPPS automatically sets the function on the new screen to change, allowing the inserted screen to be filled with new information. The page number of the original screen and every screen thereafter will be automatically increased by one.
R=Retrieve	Allows you to retrieve a help screen. To view a screen within the help facility while you are viewing a different help screen, type in the template ID and page number of the screen you want to view, and NPPS will display the specified screen.

Bottom Line Two (from left to right):

PF1=Top	Moves the cursor to the top left corner of the help screen.
PF2=Disp/Updt Mode	Allows you to switch from the Display mode to the Update mode and from the Update mode back to the Display mode.
PF3=End	Allows you to leave the help facility and return to the menu or template which you were viewing when you originally requested help.
PF4=DD	Allows you to access the data dictionary.
PF7=Bkwd	Allows you to move through a set of help screens one page at a time, in decreasing page number order.
PF8=Fwd	Allows you to move through a set of help screens one page at a time, in increasing page number order.
PF9=Copy	Allows you to copy an existing set of help screens so that you have two sets with two different template IDs, but identical contents.

Help Screen Maintenance

Authorized individuals may modify the narratives on the help screens by performing any of the procedures explained as follows. Changes made to the help facility are a permanent part of an installation's NPPS system; they may be viewed by any individual who can access the corresponding template or menu. There is no limit to the number of changes that an installation can make to its help facility.

Steps to Retrieve a Specific Help Screen

1. From any template or menu, press **PF1** (Help).
2. Press **PF8** (Forward) and **PF7** (Backward) to move through a set of help screens; or tab to the Page Number field and type in the number of your choice, then press **ENTER** to proceed to the specified page number.
3. Enter a different abbreviated template or menu name in the Template ID field and the desired page number, then press **ENTER** to proceed to the specified help screen.
4. Press **PF3** to leave the help facility and return to the template or menu which you were viewing when you originally requested help.

Note: Any individual may execute the help screen retrieve procedure.

Steps to Change the Contents of a Help Screen

1. Retrieve the help screen to be changed.

2. Press **PF2** to change the mode to Update.
Note: The function automatically becomes "C" for change.
3. Change the contents of the screen.
4. Press **ENTER** and view a message which indicates the changes have been saved.
5. Press **PF2** to return to the Display mode.
6. Press **PF3** to leave the help facility and return to the template or menu which you were viewing when you originally requested help.

Steps to Insert a Page Within a Set of Help Screens

1. Retrieve the help screen in front of which a new screen is to be inserted.
2. Press **PF2** to change the mode to Update.
3. Change the function to **I** for insert.
4. Press **ENTER** and view the newly inserted screen which has the same template ID and page number as the original screen. The original screen, and any subsequent screens, will be renumbered so their page number is increased by one. The function will automatically change to "C" so the newly inserted screen may be filled with new information. (Refer to "Steps to Change the Contents of a Help Screen" above.)
5. Press **PF2** to return to the Display mode.
6. Press **PF3** to leave the help facility and return to the template or menu which you were viewing when you originally requested help.

Steps to Add a New Set of Help Screens

1. Retrieve any help screen.
2. Press **PF2** to change the mode to Update.
3. Change the function to **A** for add.
4. Type in the template ID and page number for the new screen.
5. Press **ENTER** and view the newly added screen with the new template ID and page number you specified. You may now revise the screens to change the contents you specify.
6. Press **PF2** in order to return to the Display mode.
7. Press **PF3** to leave the help facility and return to the template or menu which you were viewing when you originally requested help.

Steps to Delete a Help Screen

1. Retrieve the help screen to be deleted.

2. Press **PF2** to change the mode to Update.
3. Change the function to **D** for delete.
4. Press **ENTER** and view a message which prompts you to confirm deletion of this screen by pressing **PF11**.
5. Press **PF11** to delete the screen and view a message that the specified screen has been deleted. Any subsequent screens within the set will be renumbered accordingly.
6. Press **PF2** to return to the Display mode.
7. Press **PF3** to leave the help facility and return to the template or menu which you were viewing when you originally requested help.

Steps to Copy a Help Screen

1. Retrieve the help screen or set of screens to be copied.
2. Press **PF9** to proceed to the Copy help screen.
3. Type in the template ID of the existing help screen or set of screens from which you want to copy.
4. Type in a new template ID for the new screen or set of help screens to which you want to copy and press **ENTER**.
5. Type in the new template ID and view the new help screen or set of screens which are the result of the copy process. You now have two different screens or sets of screens with identical contents and unique template IDs.
6. Press **PF2** to return to the Display mode.
7. Press **PF3** to leave the help facility and return to the template or menu which you were viewing when you originally requested help.

4.3.1.5 *Ad Hoc Reporting (Super Natural)*

NPPS	
NPO0000	M A I N M E N U

ENTER YOUR PASSWORD AND ONE OF THE FOLLOWING SELECTIONS:	
1 - PERSONNEL 2 - PAYROLL 3 - APPLICATION ADMINISTRATION 4 - EXIT TO SUPER NATURAL	
NPPS PASSWORD	SELECTION _

PF1= HELP	PF12= END

Exit to SUPER NATURAL

DESCRIPTION AND EXECUTION

The adhoc-reporting tool recommended for use with NPPS is SUPER NATURAL. Selecting Exit to SUPER NATURAL (option 4) from the NPPS Main Menu takes you directly to your SUPER NATURAL private library. If you receive a message stating you are not authorized to use SUPER NATURAL, contact your supervisor or SUPER NATURAL system administrator to obtain this authorization. SUPER NATURAL is a commercial product which is distributed and maintained by Software AG. Since you should have access to a SUPER NATURAL User's Manual (also produced by Software AG) the UOG does not explain the use of SUPER NATURAL. Each installation has the responsibility to provide its members with training in basic SUPER NATURAL query and reporting skills.

To learn how to use SUPER NATURAL in conjunction with the NPPS data files, however, we recommend you take one of the NPPS Query and Reporting courses.